



University of Dayton  
**School of Business  
Administration**

## Internal Transfer Policy

### Overview

Students wishing to transfer to the School of Business Administration (SBA) from any major outside of the SBA must meet the requirements in Option A or Option B. If you believe that you qualify based on either criteria, please email the SBA academic advisor for the major you wish to pursue. The names and contact information for the academic advisors for each major are listed below. The most current internal transfer policy is included in the University of Dayton Academic Catalog: [catalog.udayton.edu](http://catalog.udayton.edu)

### Option A: High School Academic Performance

Those students who would have been directly admitted to the School of Business Administration from high school, but chose a non-business major may request to enter the School of Business Administration and change to or add a business major. If you elect to pursue Option A, your high school transcript will be reviewed and a decision will be made based on our requirements for direct admittance.

### Option B: University of Dayton Academic Performance

If you do not meet the criteria in Option A, you may also pursue entering the School of Business Administration based on your academic performance at UD:

- Cumulative UD GPA of 3.0
- Completion of **one** of the following math courses at UD and demonstration of relevant math knowledge by meeting or exceeding established minimum grade thresholds. Math courses taken at another college or university and/or AP math will not be considered. We do not recommend students take MTH 207 as it does not adequately prepare students for Business Statistics courses.

Math Course	Minimum Grade
MTH 116 Precalculus	C+ or higher
MTH 128 Finite Math	C+ or higher
MTH 129 Business Calculus	C or higher
MTH 148 Introductory Calculus I	C or higher
MTH 168 Analytic Geometry & Calculus I	C- or higher
MTH 207 Introduction to Statistics	B- or higher



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**School of Business Administration Academic Advisors: MH 053**

<b>Majors</b>	<b>Academic Advisor</b>	<b>Email</b>
Accounting (ACC) Management Information Systems (MIS) Operations & Supply Chain Management (OSC)*	Sue Trainum	<a href="mailto:strainum1@udayton.edu">strainum1@udayton.edu</a>
Business Economics (ECB) Entrepreneurship (ENT) Management (MGT)	Autumn Coleman	<a href="mailto:acoleman2@udayton.edu">acoleman2@udayton.edu</a>
Finance (FIN)	Jessica Kelbley	<a href="mailto:kelbleyj1@udayton.edu">kelbleyj1@udayton.edu</a>
Marketing (MKT)	Amanda Alexander	<a href="mailto:aalexander2@udayton.edu">aalexander2@udayton.edu</a>

\*Requires acceptance by department. Contact Ms. Sue Trainum.

**Non-Business Major Access to Business Courses**

Students who currently do not meet the criteria to change to a business major are welcome to register for business courses that fulfill certain requirements for a business administration minor or degree and are open to non-business students. **Please note that completing the courses below does not guarantee admittance in the School of Business Administration**

<b>Course</b>	<b>Prerequisite</b>
BIZ 200 Introduction to Business	No prerequisite
ECO 203 Microeconomics	No prerequisite
ECO 204 Macroeconomics	ECO 203
ACC 207 Financial Accounting	No prerequisite
ACC 208 Managerial Accounting	ACC 207 and BIZ 200
DSC 210 Statistics for Business I	BIZ 200 and MTH 129
DSC 211 Statistics for Business II	DSC 210
FIN 300 Survey of Financial Management	ACC 207 and ECO 203
MGT 201 Legal Environment of Business	Sophomore standing*
MGT 300 Organizational Behavior	Sophomore standing*
MKT 300 Survey of Marketing	Sophomore standing*
MIS 300 Survey of Management Information Systems	Junior Standing**

\*Sophomore standing requires 30 hours earned

\*\* Junior standing requires 60 hours earned



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**IMPORTANT CONSIDERATIONS**

Until all requirements for transfer into the School of Business Administration are met, the student must consult with their current academic advisor/unit to obtain registration approval codes.

If a student has completed 60 hours (Junior standing) or more and has not met the criteria to be considered for transfer into the School of Business Administration, the student will only be considered for transfer with the approval of the Associate Dean for Undergraduate Programs and the Assistant Dean. Without this approval, students who exceed 60 hours must find another major that is not part of the School of Business Administration.

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