

## UVM School of Business Administration Internal Transfer Application

Transfer to BSAD:

Second Bachelor's (Double) Degree:

To be considered as an internal transfer to the School of Business, a student must:

1. Minimally complete one semester as a degree candidate at UVM.
2. Successfully complete two semesters of Economics.\*
3. Successfully complete two semesters of Calculus.\*
4. Earn a cumulative GPA of 2.0 or better across all courses taken at UVM.
5. Be in good academic standing, i.e. not currently "on trial."
6. Not have any incompletes, XC, or M grades pending.

**\*Please Note:** Students who achieve an excellent academic record may be considered for internal transfer after completing one semester of Calculus and one semester of Economics. Students may also enroll in Statistics 141 as a further prerequisite.

Applications to the School of Business are reviewed twice a year - January and July. To further discuss the internal transfer process as well as curriculum questions, please contact Student Services at (802) 656-4015 or [studentservices@bsad.uvm.edu](mailto:studentservices@bsad.uvm.edu) to schedule an appointment to meet with an academic advisor.

**COMPLETE THE FOLLOWING:**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Preferred Mailing Address \_\_\_\_\_

Preferred Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Present College & Major \_\_\_\_\_ Expected Semester of Graduation \_\_\_\_\_

Concentration you would like in Business Administration (if known) \_\_\_\_\_

**FOR ACCOUNTING STUDENTS:**

Any student interested in the Professional Accounting Program should speak with an advisor immediately. The program requires care in sequencing the required courses.

**READ AND SIGN:**

I realize it is necessary for my records to be reviewed, and I give my permission for you to request them from my current College. I also understand that it is strongly recommended that I purchase the School of Business Administration designated Microcomputer if I am accepted. If I do not purchase the recommended computer, I acknowledge that my computer must meet the software requirements for the School of Business.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO STUDENT SERVICES, 101 KALKIN HALL.**

**YOU MAY SCHEDULE AN APPOINTMENT WITH AN ACADEMIC ADVISOR AT THAT TIME.**

In addition to completing this form, you must declare your intent to internally transfer online at:

[http://registrar.uvm.edu/forms/stu\\_form\\_menu.html](http://registrar.uvm.edu/forms/stu_form_menu.html)

***For Official Use Only:***

Date	Initials	Admit	Date	Initials	Computer Approved
		Postpone Review	<b>Notes:</b>		
		Deny			
<b>Notes:</b>					Received Handbook
					Assigned to Advisor: _____