

BSBA Admissions Process – What you NEED to know!!

Step 1

- Complete ENGL 110C, MATH 162M, BUSN 110, ACCT 201 and ECON 202S with a grade of C or better (C and below will need to retake ASAP) or transfer credits for these courses
- Complete a resume approval with CMC (email cybercoach@odu.edu)
- Once all of the above requirements are done, submit a completed Step 1 application to the Dean’s Office (BSBAadmit@odu.edu) with a copy of your most recent Degree Works (accepted as soon as final grades are posted to Degree Works)

Program Restriction Waiver Form (Accepted as early as 1 Mar for Fall registration; as early as 1 Oct for Spring/Summer registration)

- Ideally should only be used ONCE (Dean's Office can approve more than one on a case by case basis)
- Will only override program restriction due to Intended Admissions status
- 3/400 level business courses ONLY
- Waiver forms should be submitted to the Dean’s Office (BSBAadmit@odu.edu) and may be turned in 1 month prior to registration period (1 March for Fall Semester, 1 October for Spring/Summer Semester)
- Only students who have completed all Step 1 requirements or are completing these requirements in the current semester are eligible for a waiver
- The maximum number of credit hours that may be taken with a Program Restriction Waiver Form is 18 credit hours

Step 2 – Officially Admitted Once Complete

- Transfer Credits do NOT count towards Step 2
- Need 2.0 Overall GPA
- Need 2.0 CBK GPA (Common Body of Knowledge)
- Need 2.0 3/400 level GPA
- Complete 12 credit hours of 3/400 level courses at ODU; 6 of these credits must be within the CBK
- All 3/400 level classes taken at ODU will count towards Step 2, even classes retaken for Grade Forgiveness
- No more than 18 credit hours at the 3/400 level (no more than 6, 3/400 level classes) can be taken prior to Step 2 completion or your application for the BSBA program may be DENIED

All Application materials can be found online: http://bit.ly/ODU-BSBAForms-Links.

For questions or concerns about the BSBA Admissions process, contact the Dean’s Office at 757-683-3520 or email BSBAadmit@odu.edu.
Form submissions: 2004 Constant Hall; BSBAadmit@odu.edu; Fax: 757-683-4076