

INSTRUCTIONS

Please read and follow all of the instructions carefully:

A.) For admission to the University of Arkansas at Fort Smith College of Business, (1) you must meet the criteria listed in Section B below, (2) submit a completed application form along with current official copy of your transcript to the Office of the Dean, and (3) receive the approval of the Admissions and Credits Committee. **You must submit a completed form and a transcript to have your application considered.** No application will be considered without them.

B.) You may apply for admission when you meet **all** of the following criteria:

- 1.) You have attained a cumulative GPA of 2.50 or higher;
- 2.) You may seek formal admission during the semester when you will complete 60 credit hours at the University of Arkansas at Fort Smith and/or other approved colleges and universities. The completed 60 credit hours must include the lower level Business Core courses or their equivalent:

ACCT 2803 Principles of Accounting I
ACCT 2813 Principles of Accounting II
BUGE 2003 Legal Environment of Business
BUGE 2863 Business Communications
ECON 2803 Macroeconomics
ECON 2813 Microeconomics
MGMT 2963 Business Statistics
MGMT 2033 Foundations of Business
MGMT 2103 Business Computing
MATH 2403 Survey of Calculus

- 3.) You are encouraged to seek provisional admission to the College of Business while you are a freshman or sophomore. However, during the semester in which you will complete 60 credit hours, you must apply for formal admission (assuming you meet all other admission requirements).

C.) **If you have not finished all of the lower level Business Core courses and you are seeking a degree from the College of Business, you may not register for a total of more than nine upper-division credit hours.**

D.) If you do not meet the admission criteria and you feel that the circumstances of your case are exceptional, you need to address a written appeal to the College of Business Admissions and Credits Committee, Office of the Dean, for resolution.

E.) If you were previously accepted into the College of Business, were seeking a degree, and have not taken a course at the University of Arkansas at Fort Smith in the last two year period, you must reapply for admission to the College of Business.

F.) **The deadline for submitting applications are April 1 for the summer and fall semesters and November 1 for the spring semester.**

G.) You will receive notification via e-mail indicating whether or not you have been admitted prior to the registration period for the semester for which you are seeking admission.