H ow To Change Your Major  
To Pre-Business Administration

Any student wishing to major in Business Administration starts by declaring Pre-Business as a major. Once all Pre-Business requirements have been met, the student then files a Request for Change of Status form (“Blue Form”) to indicate how all Pre-Business requirements were satisfied. The department reviews the Blue Form and, if the student has completed all requirements, the department changes the student’s major from Pre-Business to Business. Nothing in this policy is intended to change that process or provide an alternative means for declaring a major in Business Administration.

**Important Rules for Getting into the Pre-Business Major**

1. Any student wishing to declare a major in Pre-Business must have attended a Pre-Business Workshop, **AND**
2. Any class that meets a Pre-Business requirement must have a grade of C or higher or must be repeated to earn a grade of C or higher before declaring Pre-Business as a major, **AND**
3. The student must meet the following requirements based on the number of units completed as of the time the student declares Pre-Business as a major.

<table>
<thead>
<tr>
<th>For students who have completed this many units...</th>
<th>the Department of Business Administration requires that students have...</th>
</tr>
</thead>
</table>
| 0 – 15                                            | • met first-time freshman admissions criteria for Pre-Business major (including minimum high school GPA of 2.50 and acceptable SAT/ACT Eligibility Index score, based on SSU’s current requirements).  
  • a minimum GPA of 2.25 for any college units earned. |
| 16 – 29                                           | • met first-time freshman admissions criteria for Pre-Business major (including minimum high school GPA of 2.50 and acceptable SAT/ACT Eligibility Index score, based on SSU’s current requirements)  
  • a minimum GPA of 2.25 for any college units earned.  
  • completed or are enrolled in at least **one** of the following courses: GE Area A, Pre-Business Math requirement (MATH 131 or 161), ECON 204, or ECON 205. |
| 30 – 45                                           | • a minimum GPA of 2.25 for units completed.  
  • completed or are enrolled in at least **two** of the following courses: GE Area A, Pre-Business Math requirement (MATH 131 or 161), ECON 204, or ECON 205. |
| 46 – 59                                           | • a minimum GPA of 2.25 for units completed.  
  • completed or are enrolled in at least **two** of the following courses: GE Area A, Pre-Business Math requirement (MATH 131 or 161), ECON 204, ECON 205, BUS 211/MATH 165/ECON 217, BUS 225, BUS 230A, or BUS 230B. |
| > 60                                              | • met admissions criteria for transfer students.  
  • a minimum GPA of 2.25 for units completed.  
  • completed all of the following courses: GE Area A, Pre-Business Math requirement (MATH 131 or 161), BUS 225, and BUS 211 (or MATH 165 or ECON 217). |

4. A student who meets the requirements as described above needs to turn in a Change of Major form and unofficial transcripts to the Business Administration department’s office in STEV 2042. (The form should NOT be submitted to Admissions and Records.) Change of Major forms must be turned in by the 2nd Friday in October (fall semester) or the 2nd Friday in March (spring) to be processed in time for registration. Late forms will not be processed until the end of each semester.

KT 07/17