



**AZUSA PACIFIC UNIVERSITY SCHOOL OF BUSINESS AND MANAGEMENT
APPLICATION FOR UPPER-DIVISION BUSINESS CLASSES**

Date: _____

Name _____
Last First Middle

Student ID Number _____ - _____ - _____

Address _____
Street City State Zip Code

APU Box # _____ Cell# (_____) _____

APU Email _____

EMPLOYMENT HISTORY

Please attach a professional resume to your completed application.

EDUCATION

High School _____
Full name of school City/State Graduation date

List any other colleges attended:

College/University _____ dates attended _____

College/University _____ dates attended _____

College/University _____ dates attended _____

Have you ever been dismissed and/or disqualified from a college or university? _____

If your answer is yes to the above question, please explain:

Current GPA _____ Total College Units Complete _____ # of Units This Semester _____

For Office Use Only:

Transcripts _____ Resume _____ Letters of Rec (2) _____ Math Requirement _____ Essays _____ App Complete _____
Student Notified of Acceptance _____ Updated SBM Tracking List _____ Milestone Added _____ **Chair/Dean's Approval** _____



SCHOOL OF BUSINESS AND MANAGEMENT APPLICATION FOR UPPER-DIVISION BUSINESS CLASSES

"We passionately pursue academic excellence and spiritual enrichment to advance the work of God in business and society around the world."

MATH REQUIREMENTS

Students wishing to pursue an undergraduate degree on a 2016-17 catalog within the School of Business and Management must meet the following requirements:

Management Majors:

- "C-" or better grade in College Algebra or Applied Calculus I (APU course#: MATH 110 or MATH 151) or one of the equivalents listed below:
 - Transfer College Algebra or Applied Calculus I with C- or better
 - SAT Score (Math Section Only): 640+
 - ACT Score: 26+
 - CLEP Score: 54+
 - ALKES: 60-64
- Earned a score of 5, 6, or 7 in International Baccalaureate (IB) mathematics.
- Earned a score of 3,4 , or 5 in Advanced Placement (AP) Calculus AB or BC

Accounting, Economics, Finance, International Business, Marketing, and Entrepreneurship:

- "B-" or better grade in College Algebra or Applied Calculus I (APU course#: MATH 110 or MATH 151) or one of the equivalents listed below:
 - Transfer College Algebra or Applied Calculus I with B- or better
 - SAT Score (Math Section Only): 640+
 - ACT Score: 26+
 - CLEP Score: 54+ (for College Algebra, Precalculus, or Calculus)
 - ALKES: 65-100
- Earned a score of 5, 6, or 7 in International Baccalaureate (IB) mathematics.
- Earned a score of 3,4 , or 5 in Advanced Placement (AP) Calculus AB or BC

Students wishing to pursue an undergraduate degree on a 2015- 2016 or prior catalog within the School of Business and Management must meet the following requirements:

- "B" or better grade in College Algebra or Applied Calculus I (APU course#: MATH 110 or MATH 151) or one of the equivalents listed below:
 - Transfer College Algebra or Applied Calculus I with B- or better
 - SAT Score (Math Section Only): 640+
 - ACT Score: 26+
 - CLEP Score: 54+
 - COMPASS (only exams below are acceptable)
 - CMCA Score: 61+
 - CMAM Score: 30+
 - ALKS: 65-100
- Earned a score of 5, 6, or 7 in International Baccalaureate (IB) mathematics.
- Earned a score of 3,4 , or 5 in Advanced Placement (AP) Calculus AB or BC

ADDITIONAL REQUIREMENTS

- Have a minimum GPA of 2.5—minimum GPA must be maintained within the School of Business while completing coursework
- Completed and approved application

****Students who have not completed the above requirements will be prohibited from enrolling in upper division School of Business courses**

APPLICATION REQUIREMENTS:

Applications should be submitted **one week** prior to the Pre-registration deadline for each semester.

- Successful completion of the College Algebra or Applied Calculus I requirement (see above)
- Two letters of recommendation (one personal, one academic)
- Unofficial Transcripts
- Professional Resume
- Two completed essay questions
- Complete Paperwork Including:
 - Personal Information
 - Educational Information
 - Signed social and spiritual expectations

If a student needs assistance with their résumé, we would suggest visiting the Center for Career and Calling to obtain advice on the Resume portion of the application. The Center for Career and Calling can be contacted at (626) 815-2103.

The School of Business exceptions committee may reconsider applicants who are denied admission. A written petition and personal interview may be required.

If you have any additional questions, please contact the School of Business Undergraduate Office located in Wilden Hall 201 or at (626) 812-3085 or via email at sbmstu@apu.edu.

Students should be aware that if they are on the **2016-17** catalog, due to the different math requirements within majors, if they are trying to change majors from **Business Management** to **Accounting, Economics, Finance, International Business, Marketing, or Entrepreneurship**, they need to fill out a new application in order to have their math grade reviewed and be accepted into the School of Business and Management. Please see the above Math grades for the different requirements within majors.

SBM College Algebra or Applied Calculus I Requirement:

Completed course: _____ Grade earned: _____
Semester Year

SAT _____ ACT _____ ALEKS _____ CLEP: _____

Prospective Major:

- ☐ Accounting
- ☐ Business Management
- ☐ Economics
 - ☐ International Development
 - ☐ Business Economics
- ☐ Finance
- ☐ International Business
- ☐ Marketing
- ☐ Entrepreneurship

Prospective Minor:

- ☐ Business Management
- ☐ Economics
- ☐ Finance
- ☐ Marketing
- ☐ Entrepreneurship

Why have you chosen the above major/minor?:

Please read the following carefully before signing:

Fraudulent information: Admission to APU is contingent upon the truthfulness of the information contained in your application. The university assumes that all information submitted is truthful. If, at any time, it is discovered that false information has been submitted, the university considers this grounds for immediate dismissal at any point in the student's course of study. Such dismissal shall result in forfeiture of all charges paid and all academic credits earned.

As a Christian university, we uphold the following statement of mission and purpose: Azusa Pacific University is an evangelical Christian community of disciples and scholars who seek to advance the work of God in the world through academic excellence in liberal arts and professional programs of higher education that encourage students to develop a Christian perspective of truth and life. All faculty and staff are Christians. Although students do not have to be Christians, they are expected to be open to learning about the Christian faith and to uphold the school's policies and expected lifestyle.

I have read and understand all the information in this application packet. I verify that all information submitted to APU as part of my application process is truthful.

Applicant's signature: _____ Date: _____

SPIRITUAL AND SOCIAL EXPECTATIONS

Reading and signing this statement are conditions of your admission to the School of Business and Management. Please read carefully before signing.

Azusa Pacific University is committed to a Biblical system of values. The university faculty, staff, and administration seek to provide each student with a meaningful education based on the concept that each person is a spiritual, emotional, social and intellectual being. Opportunities are given to students through classes, chapel services, and informal, small-group meetings for spiritual discussion, reflection, and decision. Spiritual knowledge and growth will be an important part of every student's experience at APU.

While APU is a distinctively Christian institution, this does not mean that only those from a Christian background are admitted as students. It does mean, however that every student, whether Christian or non-Christian, must conform to policies and regulations relating to the spiritual and social character of the campus environment. These include, but are not limited to, the following:

1. Attendance at chapel services is mandatory for all undergraduate students. Chapel meets three times a week for corporate worship and instruction.
2. School of Business students will be expected to dress in business appropriate attire and conduct themselves in a professional manor. Failure to meet minimum professional dress standards may result in dismissal from class.
3. Sexual activities as outlined in the undergraduate catalog are unacceptable behavior for students enrolled at APU.
4. Drinking or being under the influence of intoxicants, and using or possessing illegal drugs while in residence at the university or during involvement with university sponsored events or clubs is not permissible.
5. Smoking or chewing tobacco is not permissible while in residence at the university or during involvement with university sponsored events or clubs.

I have read the above and understand that failure to comply with any of the requirements stated will result in disciplinary action and/or dismissal from the institution.

Applicant's Name (PRINT)

Applicant's signature

Date

ESSAY QUESTIONS

Please attach your typed responses to your application.

1. Going to college gives you the chance to reinvent yourself. What are your goals? What are the personal habits or characteristics you most hope to change about yourself in college? Which are those you would like to keep or strengthen?
2. What are the responsibilities of an educated person?

LETTERS OF RECOMMENDATION

Please submit two letters of recommendation to the School of Business and Management to complete your application:

1. One Personal Reference (examples: coach, pastor, former employer, family friend, etc.)
2. One Academic Reference (a college professor or high school teacher)

***NOTE: Academic references may not be from a School of Business faculty member*

Recommendations should be a short letter discussing in what capacity the individual knows you and the reasons the individual would recommend you for the School of Business & Management.

*Letters of recommendation not directly issued to the applicant should be mailed to the School of Business office or email to **sbmstu@apu.edu**.*

You have completed the application process!

Please check that all materials are attached when submitting your application for review:

- Completed Application
- Unofficial Transcripts
- Professional Resume
- 2 Letters of Recommendation
- Signed Spiritual and Social Expectations

Please return completed applications to:

**Azusa Pacific University
School of Business and Management
901 East Alostia Avenue
Azusa, CA 91702**

**OR submit to the Undergraduate Programs office located in Wilden 113
OR submit via email to **sbmstu@apu.edu**.**

I have read and agree to all of the following. _____
(Student Initials) (Full Name Printed)

5 Very Important “R”s That Every APU Student Should Know

- 1. Read:** The APU student is expected to read the catalog and know the rules and policies of the University in order to complete their degree at APU.
- 2. Responsibility:** While the online Advisement Report/Degree Audit and your Academic Advisor are resources, “final responsibility for meeting requirements to complete a major and a degree program rests with the student.” *APU Undergraduate Catalog*
- 3. Requirements:** (for graduation) “The minimum unit requirement for an undergraduate degree at APU is 120 units [120/4yrs = 15 units a semester]. All students must earn a minimum cumulative grade-point average of 2.0 cumulative overall in all university work attempted. *APU Undergraduate Catalog*. SBM students must maintain a 2.5 GPA cumulative in their SBM coursework.
- 4. Remedial Courses:** Units for MATH 090, MATH 091, MATH 095, MATH 096, and ENGL 099 do not count toward the 120 units required for graduation.
- 5. Repeated Courses:** “Students may repeat courses at APU. All grades will remain on record but only the most recent will be calculated into the student’s grade-point average. The units will be **counted for credit only once**, which may impact financial aid and/or athletic eligibility. Students may not repeat a course more than twice. The repeat policy is not in effect if the repeated class is taken at another institution.” *APU Undergraduate Catalog (NOTE: this does not include approved Music, PE, Comm, etc. classes that may be repeated multiple times)*

****SPECIAL NOTICE TO BUSINESS MAJORS**** In order to take ANY upper division business courses (300+) the student must apply and be accepted into the School of Business, receive an acceptable grade in College Algebra (see Math Requirements), and successfully complete the prerequisites for the course. If the student fails to meet these requirements when enrolling in any upper division business course, the School of Business reserves the right to administratively drop the student from that course.
