

Gabelli School of Business ***Internal Transfer Policy***

The Gabelli School of Business has a selective internal transfer admission policy. A School Faculty Committee reviews each application for evidence of strong, consistent academic performance.

You must be an enrolled Roger Williams University student in good academic standing to be eligible for transfer to the School of Business.

The School of Business accepts applications twice each year, for Fall and Spring admission. Applications are available from the School of Business' Deans Office and online at <http://gsb.rwu.edu>. The application deadline for Fall semester admission is the previous April 1; the Spring semester application deadline is November 1. Although application deadlines take place during the semester, the Committee waits for semester grades to be posted before making admission decisions. Academic performance during the application semester is an important factor in the admissions decision. Each application is reviewed individually.

Option I: Admission Information

All first-time applicants should apply under Option I. To be eligible for Option I, applicants must have satisfied the following requirements:

1. Have completed (or are in the process of completing) at least 15 hours of college course work
2. Be in academic good standing
3. **Submit an application to the School of Business by:**
 - a. **April 1 for Fall Semester admission**
 - b. **November 1 for Spring Semester admission**
4. Have completed (or are in the process of completing) the following courses with a minimum grade of C
 - a. One MATH course from the following list¹
 - i. MATH 120/121 QBA I or equivalent
 - ii. MATH 122 QBA II or MATH 124 Statistics
 - b. BUSN 100 Enterprise or ECON 101 Principles of Macroeconomics or ECON 102 Principles of Microeconomics
 - c. CIS 101 Intro to Spreadsheets or CIS 102 Computer Applications in Business
 - d. WTNG 102 Expository Writing

Students will be notified about Fall semester admission after July 10 and about Spring semester admission after January 1.

Students who have completed the above admission requirements, but have GPA's below 3.0, display erratic academic performance, downward grade trends, or weak business course grades, will be considered for admission, but are at significant risk for being denied admission. Because of enrollment limits, the School of Business may not be able to admit all internal transfer applicants who meet the stated requirements. The School, therefore, reserves the right to refuse admission to any applicant.

¹ Applicants intending to major in Computer Information Systems may also take MATH 135 or MATH 213 for this requirement.

Option II: Admission Information

Some students who have been denied Option I admission, but otherwise show promise, will be invited to reapply for Option II admission. Others should seek alternate degree plans. Any student applying under Option II may not be currently on academic probation

Those invited to reapply, who intend to major in *Accounting, Business Management, Financial Services, International Business or Marketing*, must have successfully completed (or are in the process of completing) all of the following courses with a minimum grade of C:

- MATH 120/121 QBA I or equivalent
- MATH 122 QBA II or MATH 124 Statistics
- ACCTG 101 Accounting I: Financial
- MGMT 200 Management Principles
- MRKT 200 Marketing Principles
- BUSN 100 Enterprise or ECON 101 Principles of Macroeconomics or ECON 102 Principles of Microeconomics

Students invited to re-apply under Option II, intending to major in *Computer Information Systems*, must have successfully completed (or are in the process of completing) all of the following courses with a minimum grade of C:

- Mathematics requirement of CIS major MATH 121/122 or MATH 135/137 or MATH 213/214)
- BUSN 100 Enterprise or ECON 101 Principles of Macroeconomics or ECON 102 Principles of Microeconomics
- ACCTG 101 Accounting I: Financial
- CIS 100 Intro to Personal Computer Hardware or CIS 200 Digital Thinking
- CIS 101 Intro to Spreadsheets or CIS 102 Computer Applications in Business

Students who have completed the above admission requirements, but have a GPA below 3.0, display erratic academic performance, downward grade trends, or weak business course grades, will be considered for admission, but are at significant risk for being denied admission. Because of enrollment limits, the School of Business may not be able to admit all internal transfer applicants who meet the above stated requirements. The School, therefore, reserves the right to refuse admission to any applicant.

NOTE: Taking admission courses in Summer

Students applying for Fall admission during the Spring semester may take admission courses during a Summer session, as long as the course is completed and grades are posted by July 10. Students doing so should note where and when such courses are being taken in the COMMENT section of their application. Students taking summer admission courses outside of Roger Williams University can only use courses which end in time for a grade report to be sent to the School of Business before July 10. Grades for those courses must be FAXED to the Gabelli School by July 10th in order for those grades to count in the admission process. Instructions for having Summer admission course grades FAXED can be picked up in the Deans Office.

Gabelli School of Business
Application for Transfer by Current RWU Student

Application Request for (Check One)	<input type="checkbox"/> Fall 20_____
	<input type="checkbox"/> Spring 20_____

Last Name _____		First Name _____	
RWU Student ID# _____			
Email Address _____			
Have You Previously Applied to the Gabelli School of Business?		<input type="checkbox"/> No	<input type="checkbox"/> Yes Semester/Yr _____
Current Major at RWU		_____	
Current Academic Advisor		_____	
Intended School of Business major (select one)			
<input type="checkbox"/>	Accounting		
<input type="checkbox"/>	Computer Information Systems		
<input type="checkbox"/>	Economics (BS)		
<input type="checkbox"/>	Economics (BA)		
<input type="checkbox"/>	Finance		
<input type="checkbox"/>	International Business		
<input type="checkbox"/>	Management		
<input type="checkbox"/>	Marketing		

Name of Faculty Member who will be completing your recommendation form:

Comments:

OVER

Option I – To be completed by students applying for the first time

Document the status of Gabelli School of Business prerequisite courses. You must have completed these courses with a C or better.

Prerequisite Course	Completed	AP Credit	In Progress
One MATH course from the following list: a. MATH 120/121 QBA I or equivalent b. MATH 122 QBA II or MATH 124 Statistics	 <input type="checkbox"/> <input type="checkbox"/>	 <input type="checkbox"/> <input type="checkbox"/>	 <input type="checkbox"/> <input type="checkbox"/>
<i>At least one</i> of the following 3 courses a. BUSN 100 (Enterprise) or b. ECON 101 (Prin. of Macroeconomics) or c. ECON 102 (Prin. Of Microeconomics)	 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
One CIS course from the following: a. CIS 101 (Intro to Spreadsheets) b. CIS 102 (Computer Applications in Business)	 <input type="checkbox"/> <input type="checkbox"/>	 <input type="checkbox"/> <input type="checkbox"/>	 <input type="checkbox"/> <input type="checkbox"/>
WTNG 102 Expository Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Option II –A – to be completed by students who previously applied under Option I, who intend to major in *Accounting, Business Management, Financial Services, International Business or Marketing.*

Document the status of Gabelli School of Business prerequisite courses. You must have completed these courses with a C or better.

Prerequisite Course	Completed	AP Credit	In Progress
MATH 120/121 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATH 122/124 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCTG 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ECON 101 or ECON 102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGMT 200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MRKT 200	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Option II –B – to be completed by students who previously applied under Option I, who intend to major in *Computer Information Systems*

Document the status of Gabelli School of Business prerequisite courses. You must have completed these courses with a C or better.

Prerequisite Course	Completed	AP Credit	In Progress
<i>Both</i> courses in <u>one</u> of the following MATH sequences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATH 121/122 or equivalents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATH 135/ 137	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATH 213/214	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCTG 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ECON 101 or ECON 102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSN 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIS 101 or 102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIS 100 or 200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certification of Information (all applicants must complete this section)

By my signature, I certify that all answers I have given on this application are complete and accurate to the best of my knowledge. I understand that falsification or omission of information or credentials may result in revocation of admission.

Signature (required)

Teacher Recommendation Form

1. Please use this form when requesting faculty recommendations. Please ask a faculty member who taught you in one of the pre-transfer business or economics courses (any class taught in the business school, not WTNG 102 nor any MATH course).
2. The faculty member should be a full-time faculty member; if you did not have a full-time faculty member for any of your pre-transfer business or economics courses, please consult the Dean's office for approval of an alternative.
3. The faculty member will return this form to the Deans' Office, School of Business

Section I	To Be Completed by Applicant
------------------	------------------------------

Name	
Intended Major	

Section II	To Be Completed by Faculty Member
-------------------	-----------------------------------

The Internal Transfer Committee finds faculty recommendations useful in the final application of an application. We appreciate any comments or insights that you can provide regarding the academic potential of this student. After completing this form, please return it to the Dean's Office, School of Business.

Recommendation provided on behalf of this applicant will become part of his/her educational record, should this applicant enroll. If this applicant asks, the recommendation you provide will be accessible. Do you request the removal of this faculty recommendation at the conclusion of the internal transfer admission process ☐ Yes ☐ No

Faculty Name	
Email Address	
Course(s) in which you had the applicant as a student	

Please rate the student on the following behaviors that are typically associated with success in School of Business courses. Please use the following scale for rating.

- 1 Far below expectations for this course
- 2 Below expectations for this course
- 3 Met expectations for this course
- 4 Exceeded expectations for this course
- 5 Far exceeded expectations for this course
- NA not applicable for this course

Attendance			Ability to work in groups	
Class Participation			Written communication ability	
Met deadlines with assignments			Oral communication ability	

I recommend this student ☐ With reservation ☐ Fairly strongly ☐ Strongly ☐ Enthusiastically

Signature _____ Date _____

Any additional comments that you believe would be useful to the committee in its decision to recommend this applicant for admission to the School of Business are welcome, and may be recorded on the back of this form.