

BACHELOR OF BUSINESS ADMINISTRATION FAQ's

What are the requirements for admission?

The minimum requirement for admission into the BBA is a High school degree or higher with a grade point average of at least 2.0 (on a 4.0 scale). Students with earned Associate degrees from accredited institutions may be admitted directly into the Upper division portion of the BBA as transfer students. Students with over 30 earned credits of undergraduate coursework at accredited institutions of higher education may be admitted into the Upper division portion of the BBA upon recommendation by the faculty.

Do I need an associate degree in business to apply?

No, you don't. Our curriculum covers all general education and core business courses required at the undergraduate level.

Do you require the SAT test for admission?

No, we don't require the SAT.

Can I transfer credits into the BBA program?

Yes. A maximum of 60 credits may be transferred from 2-year accredited programs, while a maximum of 72 credits may be transferred from 4-year accredited baccalaureate programs. The core requirements of the upper division portion of the BBA must be taken at CAU and may not be satisfied via transfer of credits. Classes with a grade below C are not acceptable for transfer.

I obtained my high-school degree at a foreign high school / secondary institution. Will my degree be accepted for admission?

Students with foreign degrees must submit their records for translation and evaluation by specialized agencies authorized by the US Department of Education. Please refer to the websites of the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators ([ACE](http://www.ace.edu)) for a list of evaluation services in your area.

I took college-level courses at a foreign college / university. Will you accept my credits for transfer?

In this case, you must request the international credential evaluation service to provide you with a course-by-course evaluation in addition to the general credential evaluation. Upon receipt of the official evaluation, we will review your record for transferability. The general restrictions on transfer of credits still apply.

What are the degree requirements to complete the BBA program?

The BBA degree requires 120 credits of college-level coursework within a prescribed curriculum. The lower division portion of the BBA is comprised of 60 credits of coursework that include general education requirements, business courses, introduction to computers and elective courses. The upper division portion requires 45 credits of core business courses and 15 credits of electives.

What is your average class size?

Currently, our BBA program averages approximately fifteen students per class.

How long does it take to complete the BBA program?

The BBA degree as a whole is a four-year baccalaureate program. The Upper division portion of the BBA program may be completed within five academic sessions, or approximately 20 months. Students admitted into the upper division fast-track portion of the BBA program may concurrently take additional courses in order to complete their degree requirements sooner.

What is the “Fast-Track”?

The “Fast-Track” is a non-traditional course delivery format. The core courses in the Upper division portion of the BBA program are delivered using the Fast-Track format. Each fast-track course is five to seven weeks long. This unique design allows students to complete three courses per session by attending classes only once a week, completing one course at a time. In this fashion, students receive intensive training in one subject area before moving on to the next.

What subjects/areas of study are offered?

Our BBA program is currently offered with an Organizational Management major and covers an array of subjects including humanities, behavioral sciences, math, management, marketing, accounting and finance.

Can I obtain academic credit for my work experience? How?

Admitted students with prior work experience may obtain up to 30 college-level credits by following a rigorous evaluation process, which includes the registration in a specialized 3-credit course, the submission of a “Credit for Prior Learning” portfolio, review by a faculty member and the Department Director, and approval by the Office of the Chancellor. Approved credits are subject to a fee of \$50 per credit for processing in order to be posted in the transcripts. Prior learning credits may not be used to satisfy Upper division core requirements, and may not be combined to transfer more than 72 credits into the BBA curriculum.

Is your program accredited?

Yes. All programs offered by Carlos Albizu University are regionally accredited by the Middle States Commission on Higher Education (MSACS), and licensed by the Commission for Independent Education (CIE) of the Florida Department of Education. Regional accreditation is the highest form of accreditation recognized by the US Department of Education in terms of quality of education and training.

The Business Administration department has applied and is a candidate for accreditation with the Association of Collegiate Business Schools and Programs (ACBSP) and the International Assembly for Collegiate Business Education (IACBE).

Will my BBA credits from CAU be accepted for transfer at other schools?

Credits from our BBA may be accepted for transfer at other regionally accredited schools. However, it is the privilege of each school to set the criteria for transferability of credits. In the same manner that we do not accept transfer of credits into our core business courses, it is unlikely that other schools will accept transfer credits to satisfy their core or major requirements.