



How to Apply for Acceptance into the SOBA Online Program:*

Students must meet at least one of the following criteria and provide acceptable documentation for acceptance into the online program:

- Have completed Associate Degree in Business from any institution in the University System of Georgia.
- Live at least 50 miles from Georgia Southwestern State University.
- Be employed full-time and provide documentation from employer that employment makes class attendance impossible.

Examples of acceptable forms of documentation: (list not exhaustive)

- Transcript reflecting Associate Degree earned.
- Employer letter written on company letterhead and signed by supervisor confirming hours worked, schedule, or other reasons why classroom attendance is impossible.
- Utility bill (or other official document) in your name verifying address (you can black out any sensitive data)

Students not meeting the above criteria may request entry by submitting a letter providing the reasons for your request to the Director of External Programs.

Shannon Perry, Director of Online Learning
GSW External Program office
2376 US Hwy 80W Suite #3
Dublin, GA 31021
478.304.1491 Phone
478.304.1492 Fax
External.Programs@gsw.edu

Students may appeal a request which has been denied to the Dean of the School of Business.

Dr. Liz Wilson, Dean
GSW School of Business Administration
Office: Business 213
229.931.2090 Phone
Liz.wilson@gsw.edu

*Program acceptance is subject to review each term.