

OFFICE OF THE PRESIDENT

June 3, 2010

Dean James Jiambalvo Foster School of Business Box 353200

Dear Jim:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the revised admission, program requirements, and continuation policy for the Bachelor of Arts in Business Administration degree, and revised program requirements for the option Accounting within the Bachelor of Arts in Business Administration degree. A copy of the change is attached.

I am writing to inform you that the Foster School of Business is authorized to specify these requirements beginning autumn quarter 2010.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

Mark A. Emmert

President

#### Enclosure

cc: Ms. Vikki Haag Day (with enclosure)

Mr. Robert Corbett (with enclosure)

Dr. Deborah H. Wiegand (with enclosure)

Todd Mildon, J.D. (with enclosure BA-20100222)



# UNIVERSITY OF WASHINGTON CREATING AND CHANGING UNDERGRADUATE ACADEMIC PROGRAMS



After college/school/campus review, send a signed original and 8 copies to the Curriculum Office/FCAS, Box 355850. For information about when and how to use this form: http://depts.washington.edu/uwcr/1503instructions.pdf

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Revised Admission Requirements for the Major in Business Administration within the Bachelor of Arts					
Revised Program Requirements for the Major in Business Administration within the Bachelor of Arts					
Revised Requirements for the Option in Accounting within the major in Business Administration					
Revised Requirements for the Minor in					
Other Changes					
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Change name of program fromtototo					
Proposed Effective Date: Quarter: Autumn Winter Spring Summer Year: 20 10					
Contact Person: Vikki Haag Day	Phone: 3-4	142 Email: vhday@u	ı.washington.edu	Box: 353200	
EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE  For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. (Use additional pages if necessary).					
The revised admissions requirements specifically address adding acceptable prerequisites.					
The revised program requirements clean up language to reflect our school name and options.					
Revised program requirements match the recent adoption of all accounting courses as 4-credit (from 3-credit) to support program requirements for accreditation.					
Continuation policy, requesting official adoption of a policy currently in place.					
OTHER DEPARTMENTS AFFECTED			****		
List all departments/units/ or co-a	ccredited programs affect	ed by your new program	or changes to your existing	program and acquire	
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Reflecting requested changes (Include exact wording as you wish it to be shown in the printed catalog. Plea	se underline or otherwise
highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in	department publications).
Please note: all copy will be edited to reflect uniform style in the General Catalog.	
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#### PROPOSED CATALOG COPY

#### **Department Admission Requirements**

The Business Foster School offers admission to upper division applicants for autumn and winter quarters. Those UW students who are prepared, as freshmen, to apply for early admission, may do so only for autumn quarter. Students admitted for autumn may elect to take classes during the prior summer quarter.

Applicants are considered in three admission groups, the Freshman <u>Direct</u> Admission Program (FRAP), the Early Admission Group (EAG), and the Upper-Division Admission Group (UAG), described below. The following requirements apply to the Early Admission Group, and the Upper-Division Admission Group:

- 1. A minimum cumulative 2.50 GPA for all college course work.
- 2. A minimum cumulative 2.50 GPA for all required business courses.
- 3. A student who has previously attended the UW also must have GPAs of at least 2.50, both UW cumulative and in UW business courses.
- 4. Since eligible applicants exceed the space available, acceptance is competitive. Admission will be based on evaluation of five factors:
  - a. for Early Admission Group, pre-college test scores from SAT or ACT
  - b. overall scholastic record
  - c. grades in pre-application courses, described below
  - d. written communication skills
  - e. evidence of leadership skills, community activities, and the promise of achievement in a business or professional career.

Consideration is also given to such factors as economic and educational disadvantage, significantly higher recent grades, and exceptional extracurricular activities or work experience.

Admission for UAG is offered twice a year, for autumn and winter quarters. Admission for Freshman Direct FRAP and EAG is offered once a year, for autumn quarter only. A Business Foster School application, together with all supporting materials, must be on file by April 5 for autumn quarter admission or October 5 for winter quarter admission. Records of all coursework completed by the deadline must be submitted at the time of application, regardless of admission group.

#### Freshman Direct Admission Program (FRAP)

The Business Foster School enrolls a small number of students each year directly out of high school, prior to completion of any university-level prerequisites. Freshmen applicants to the University listing Business Administration as their intended major are automatically considered.

Admission is offered to students with exceptionally competitive academic records, including but not limited to high school GPA and SAT or ACT scores.

#### Early Admission Group (EAG)

This admission path is open to students who began their studies at the UW as freshmen, have been enrolled no more than three quarters, and have completed 30 numerically graded credits at the UW. Courses completed prior to applying must include ECON 200; MATH 112, MATH 124, MATH 134, or MATH 145; an approved English composition course chosen from C LIT 240, ENGL 104-ENGL 105, ENGL 111, ENGL 121, ENGL 131, ENGL 197, ENGL 198, ENGL 199, ENGL 281, ENGL 297, ENGL 298 or ENGL 299; and pre-college test scores (ACT or SAT). General education or elective courses can be taken to complete the minimum 30 graded credits.

#### Upper-Division Admission Group (UAG)

Students must present a minimum of 60 academic credits at the time of application including the following graded credits: ACCTG 215; ECON 200 or ECON 201; MATH 112, MATH 124, MATH 134, or MATH 145; an approved English composition course, chosen from C LIT 240, ENGL 104-ENGL 105, ENGL 111, ENGL 121, ENGL 131, ENGL 197, ENGL 198, ENGL 199, ENGL 281, ENGL 297, ENGL 298 or ENGL 299. In addition, the following courses must be completed prior to admission in autumn quarter: ACCTG 225; ECON 200 and ECON 201; MGMT 200; QMETH 201. Applicants should take general education or elective courses to complete the minimum 60 graded credits.

Students admitted to the UW as freshmen are expected to take ACCTG 215, ACCTG 225; MGMT 200; and QMETH 201 in residence.

Qualified applicants with at least 45 credits and a minimum 2.85 GPA who meet University admission requirements, but not <u>Business Foster School</u> requirements, are eligible to be placed in the College of Arts and Sciences as pre-business majors.

The University of Washington provides equal opportunity in education without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam veteran in accordance with UW policy and applicable federal and state statutes and regulations.

#### **Graduation Requirements**

180 credits as follows:

General Education Requirements: The following must be selected from the University Areas of Knowledge courses: 20 credits in Visual, Literary, & Performing Arts; 20 credits in Individuals & Societies, including 10 credits in microeconomics and macroeconomics (ECON 200 and ECON 201); 20 credits in the Natural World, including 5 credits in calculus (MATH 112, MATH 124, MATH 134, or MATH 145); most students need precalculus before taking college

calculus (some precalculus courses qualify for the Natural World requirement); 5 credits in English composition.

Students from community colleges in Washington should check the Transfer Guide or consult with their community college adviser for equivalent courses. Students from other four-year schools should see an adviser at their school. Students entering the Business Foster School under the terms of the Associate Degree Agreement may apply courses selected from the community college's breadth list toward the general education requirements.

Business Foster School Requirements: ACCTG 215, ACCTG 225; QMETH 201; MGMT 200; B ECON 300; MKTG 301; I S 300; I BUS 300; OPMGT 301; FIN 350; MGMT 300; MGMT 320; MGMT 430; and 300- or 400-level business electives (or area of concentration) to bring the total number of business credits to 72; two writing-intensive courses, one from B CMU 301, B CMU 302, B CMU 410, ENGL 281, ENGL 381; one from English composition, or from the remaining three courses listed immediately above, or from any W course. No more than 6 lower-division business elective credits; a minimum of 90 non-business credits, which may include up to 14 credits of economics and up to 9 credits of statistics but not GEN ST 350; a minimum 2.50 cumulative GPA in all business credits earned at the UW; and a cumulative GPA of 2.50 for all UW credits. No more than 8 credits of business independent research coursework may be applied to the degree and no more than 4 credits of business independent research coursework may be applied to upper-division business electives. No more than 8 credits of internship coursework is applicable to the degree. Business internship credit may not apply to the upper-division business elective requirement. Students must complete six of the nine upper-division core courses, including MGMT 430, and 40 of the 53 required upper-division business credits at the UW. Students who have taken more than three of the nine upper-division core business courses at another school should consult an academic adviser in the Business Foster School Undergraduate Program Office prior to applying.

Accounting Option: The notation "Accounting" is indicated on the permanent record, or transcript, of a student who graduates with a degree of Bachelor of Arts in Business Administration and who completes the following courses with a minimum cumulative GPA of 2.50: ACCTG 301, ACCTG 302, ACCTG 303, ACCTG 311, ACCTG 320, ACCTG 411, ACCTG 421, ACCTG 440, and at least one 400-level accounting elective, excluding ACCTG 401, ACCTG 490, ACCTG 495, and ACCTG 499. Students who have completed ACCTG 505 may not apply to the Accounting Option. The accounting option requires 186 credits for graduation.

Finance Option: The notation "Finance" is indicated on the transcript of a student who graduates with a degree of Bachelor of Arts in Business Administration and who completes the following courses with a minimum cumulative GPA of 2.50: one course from FIN 450, FIN 453, FIN 454, or FIN 457; either FIN 460 or FIN 461; four additional courses chosen from the 400-level FIN courses, B ECON 301 or ECON 301, or the 400-level B ECON courses, excluding FIN 490, FIN 495, FIN 499, B ECON 490, and B ECON 499.

Human Resources Management Option: The notation "Human Resources Management" is indicated on the transcript of a student who graduates with a degree of Bachelor of Arts in

Business Administration and who completes the following courses with a minimum cumulative GPA of 2.50: MGMT 311, MGMT 411, MGMT 412, and two of the following courses: MGMT 323, MGMT 401, MGMT 402, MGMT 403, MGMT 404, or MGMT 413.

*Information Systems Option:* The notation "Information Systems" is indicated on the transcript of a student who graduates with a degree of Bachelor of Arts in Business Administration and who completes the following courses with a minimum 2.50 cumulative GPA: I S 310, I S 320, I S 410, I S 445, and I S 460.

Marketing Option: The notation "Marketing" is indicated on the transcript of a student who graduates with a degree of Bachelor of Arts in Business Administration and who completes the following courses with a minimum 2.50 cumulative GPA: MKTG 450, MKTG 460, and three additional MKTG electives, excluding MKTG 490, MKTG 495, and MKTG 499. It is recommended that students take MKTG 450 and MKTG 460 before they take the other electives.

Center for Technology Entrepreneurship (CTE)Entrepreneurship Option: The notation "Entrepreneurship" is indicated on the transcript of a student who graduates with a degree of Bachelor of Arts in Business Administration and who completes one of two pathways with a minimum 2.50 cumulative GPA. All students are required to complete ENTRE 370 and two of the following three courses: MKTG 455, FIN 457, or MKTG 335. Entrepreneurship students must take MGMT 430 to complete one of the core requirements for the Business Foster School. Students in the Business Creation pathway must complete ENTRE 472 and ENTRE 473. Students in the Business Growth pathway must complete ENTRE 475 and ENTRE 476.

Admission to the options: Students can apply to one option at the same time they apply to the Business Foster School. Continuing Business Foster School students can apply during publicized application periods. If demand for the option exceeds the number of spaces available, students are considered based on the factors identified for admission to the Business Foster School and on their grade-point average in all previous option-specific courses.

# Michael G. Foster School of Business Continuation Policy

The Michael G. Foster School of Business wants every student admitted to be successful in the program. At the same time, the Foster School is responsible for upholding academic standards, serving students pursuing their first degrees, and making good use of limited resources. Limited resources mean only as many students are admitted as those who graduate each year. The Foster School therefore utilizes a Continuation Policy which specifies the rules students must follow to make satisfactory progress toward completion of the Bachelor of Arts in Business Administration (BA BA). In addition, students are encouraged to be proactive about seeking advice from academic advisers for problems affecting performance or participation in the School. All Foster School undergraduates must maintain normal progress towards the BA BA each quarter in the major. Normal degree progress is defined as:

- Overall UW GPA of 2.5 (the University minimum is a 2.0 GPA)
- A business and option GPA of 2.5
- Completion of degree requirements within the 180 credits required for graduation (186 credits for the
  accounting option). To that end, the Foster School limits students' pursuit of specialized options within
  the 180-credit limit and reserves the right to deny a student from an option, if pursuit of that option will
  require the student to exceed that. Further, students wishing to pursue any additional option, as part of
  the 180 credits toward the BA BA, must elect to pursue that option prior to completion of 135 credits.
  Exceptions to this limit will only be considered if the student has completed significant option-related
  coursework AND can complete the additional option in approximately 180 credits.

The Foster School recognizes that exceptional circumstances (e.g. death in the family, serious illness) may delay degree progress. In addition, educational opportunities such as study abroad or internship opportunities may warrant the extension of a student's program.

## **Academic Advising**

All business majors may seek academic counseling as often as they wish but are encouraged to see an adviser at least once a year. Required advising appointments are as follows:

- During any probation quarter, no later than the fifth week
- Upon the request of an adviser or a faculty member. The Foster School wants to help students do well in the program. The Foster School may require a student to meet with an adviser to discuss performance and continuation in the major if a review of student records indicates a possible problem.

The Foster School encourages students who are considering a degree in business to be coded as a business premajor (PreBA) so the advising file is assigned to the Undergraduate Programs Office (UPO) in 137 Mackenzie for the student's convenience in meeting with business advisers. An extended pre-business major (ExPBA) designation will be approved as long as the student meets the criteria for pre-business major designation and the student has not already been denied admission to the Foster School.

#### **Enrollment**

- A condition of admission is that a student must be enrolled at the University during the quarter for which he was admitted (summer or autumn quarter for autumn admission; winter for winter admission). Exceptions to this policy must be requested in writing to the director of the undergraduate program.
- Enrollment in individual quarters: If a student does not attend regularly scheduled class meetings during the first week of the quarter, the student may be dropped from the course at the discretion of the instructor or the UPO. Students should not assume the Foster School will drop them if they do not attend, rather students should drop any courses they have not attended through the registration system. At the end of the quarter, students who are still registered for a course section but have not attended will be assigned a failing grade.
- Students must file a graduation application with the UPO in accordance with University regulations to
  ensure timely graduation. Students enrolled in the Foster School who have completed all requirements
  for graduation will not be permitted to register for additional University courses while enrolled in the
  School.
- Maintaining enrollment: A student who drops Business to pursue another major will need to apply to
  Business for admission during the semi-annual application period. If a student was admitted to Business,
  drops Business and graduates with another major, the student must apply to the University of
  Washington as a post-baccalaureate and must apply to the Foster School during the semi-annual
  application period. A student who leaves the University as a Business major in good standing may
  return as a Business major, provided the student is able to return to the University under the returning
  student re-enrollment guidelines.

**Options** (accounting, entrepreneurship, finance, human resources management, information systems, and marketing). Pursuing an option allows the following rights and responsibilities.

- Students will be allowed to apply for one option upon application to the Foster School.
- After admission to the Foster School:
  - Students with less than 135 credits earned and wanting one option will see an adviser to file a change of major. This includes students who applied BA BA and decide to add an option AND those who were admitted to an option and want to change (still only one option).
  - Students wanting two options (no matter how many credits they have accumulated) will need to meet with an adviser to develop a graduation plan.
  - Students with more than 135 credits earned who want just one option will need to meet with an adviser to develop a graduation plan.
- Admission to an option allows priority registration to option-specific courses. This does not include core
  courses, as those are required of all students admitted to the School. Admission to an option does not
  guarantee space in option-specific courses. Students are advised to register at their registration
  date/time.
- Given limited resources and the priority registration afforded above (and the requirement to complete the degree within the 180 credits allotted), students are allowed to pursue a maximum of two options.

- However, pursuit of two options is only allowed if the students' educational plan and time-to-degree warrant two options.
- Freshman Direct and students admitted with less than 60 college credits may declare an option as soon as the lower division core are completed (ACCTG 215 and 225, ECON 200 and 201, MGMT 200 and Q METH 201) following the above guidelines.
- No major changes will be filed during Registration Period 1.

## **Courses and Credits**

The BA BA curriculum is built on the foundation of the business core requirements. Therefore, it is strongly suggested that the core be completed as soon after admission to the Foster School as practicable. Delaying core courses until the final quarters of enrollment at the UW is discouraged as the foundational coursework provides context for upper-division coursework. Students must take courses in the appropriate sequence. All prerequisites must be completed before a student registers for a specific course, unless permission is obtained from the instructor.

# **Monitoring Academic Progress**

The UPO monitors the academic performance of all undergraduates. All students are subject to the UW Satisfactory Progress Policy (http://www.washington.edu/students/reg/regpol.html) regarding grades, credits, and satisfactory progress. The University requires students to maintain a 2.0 cumulative GPA while the Foster School requires that students maintain a 2.5. If a course is repeated, both grades are counted in the GPA (while credit is only assigned once).

Further, the University and the Foster School monitor your academic record for excessive course repeats, course drops, or University withdrawals and cancellations. If there is a pattern, the University may terminate your enrollment and/or the Foster School may drop you from the School.

#### Monitoring Quarterly, Cumulative and Option Academic Progress

At the end of every quarter, the UPO reviews the performance of all undergraduates and assesses their academic standing. Students will be notified in writing of academic warning, probation or drop as soon as practicable after receiving the previous quarter's grade reports; each notice of academic warning or probation will be noted in the student's file. The following sanctions may be rendered against a student whose performance falls below the School's standard for making satisfactory progress.

Low Quarterly Grades: Students, who do not meet the low scholarship criteria but have a quarterly GPA below 2.5 or a substantial drop in quarterly GPA from their typical performance, receive written notification encouraging them to talk with an academic adviser about any academic difficulties they are having. This is intended to help students solve academic problems before reaching low scholarship status.

**Probation:** A student will be placed on academic probation at the end of any quarter in which the business cumulative GPA, the UW cumulative GPA or the option GPA falls below 2.50. Once on probation, the student

must maintain at least a 2.75 for each succeeding quarter's work until the business, option and/or UW GPAs are raised to 2.5.

**Drop:** If the student does not maintain a 2.75 quarterly GPA while on probation, the student will be dropped from the Foster School. The student will again be coded a pre-major or extended pre-business major. If the student does not maintain a 2.75 GPA in the option while on probation, or raise the cumulative GPA to 2.5, the student will be dropped from the option and coded as BA. If and when the GPA (business, UW and/or option) is raised to acceptable levels, the UPO will change the student's major back to BA or the appropriate option. A letter petitioning for reinstatement may be required.

Appealing drop: A student, who is dropped under this policy, may file a written appeal to the UPO within 15 working days after the drop letter was dated. The appeal should state all the facts the student believes justify reconsideration, and include supporting documentation. The Associate Dean and Director of Undergraduate Programs will review the facts and render a decision within 15 working days after the appeal is received.

#### Monitoring Academic Progress of Students Admitted with Less than 60 Credits (EAGS)

- Completion of the following courses within the first 45 credits following admission to the Foster School.
  - o ACCTG 215 and 225
  - o ECON 201
  - o MGMT 200
  - o Q METH 201
- These students must finish all the above-listed courses before enrolling in core courses. Students who are completing pre-business and general education courses but have room for core in their schedules are the exception to this rule. Note that B ECON 300, FIN 350, I S 300 and OPMGT 301 require completion of most pre-business courses before enrollment.
- These students who meet the low scholarship criteria follow the same probation and drop guidelines as other Foster students.

#### **Monitoring Freshman Direct Academic Progress**

- Admitted Freshman Direct Foster School students who fail to achieve a quarterly UW GPA of 3.0 at any time during their first 45 UW credits will be placed on academic warning (for the first quarter at the UW) and then advisory probation in subsequent quarters. While on advisory probation, students must maintain a quarterly 3.0 UW GPA.
  - A student who drops below a 2.5 cumulative UW GPA will be dropped from the Foster School no later than the quarter after which he attains 45 UW credits. Dropped students would need to apply to the Foster School as a UW student.
  - Students with a 2.5-2.99 cumulative GPA after completing 45 credits will be required to meet with a business adviser, quarterly, until 75 UW credits are earned. Failure to meet with an adviser will result in a registration hold being placed. Students must maintain a 2.5 cumulative UW and business GPA.

- Following completion of the first 45 UW credits, students who meet the low scholarship criteria follow the same probation and drop guidelines as other Foster students.
- Admitted Freshman Direct Foster School students must complete the following courses within their first
   45 UW credits. AP credits or courses previously completed will fulfill the requirement.
  - MATH 112 or 124 or 134
  - o English composition [C] course
  - o ECON 200
- No student may add an option without completing ACCTG 215, ACCTG 225, Q METH 201 (or equivalent) and MGMT 200.

# Satisfactory Progress and the 210 Credit Rule

The University's satisfactory progress policy requires students to complete their undergraduate degree programs within 30 credits beyond the minimum required for the degree. Because the business degree requires 180 credits, students must generally complete their programs by the time they reach 210 credits. Students who have not applied for graduation by the time they earn 180 credits will have a registration hold applied and they will not be able to take further coursework until they have met with an adviser. Students are not allowed to change the quarter of the graduation once they are enrolled in that quarter.

Accounting students, who need 225 credits for CPA purposes, must file a graduation plan with an adviser within one quarter prior to accumulating 180 credits. The plan must utilize state resources (i.e. space in courses) appropriately and within a reasonable time frame.

# **Student Conduct Code**

Students may also be dismissed from the Foster School for academic misconduct, as defined by the Student Conduct Code, WAC 478-120, (<a href="http://www.washington.edu/students/handbook/conduct.html">http://www.washington.edu/students/handbook/conduct.html</a>). Students who are admitted to the School fall under the jurisdiction of the Foster School and cases are referred to the Associate Dean for Undergraduate Programs. Cases of suspected academic misconduct of students not admitted to the Foster School are referred to the Vice Provost of Student Affairs for disposition under the auspices of the College of Arts and Sciences, at the University.

#### Jennifer A. Payne

From:

Vikki H. Day

Sent:

Tuesday, May 25, 2010 9:40 AM

Subject:

Jennifer A. Payne RE: 1503 questions

Attachments:

satisfactoryprogresspolicy2010.docx



# satisfactoryprogre sspolicy2010...

Vikki Haaq Day

The accounting option requirements total 186. There isn't a way to get it down to 180 (given other requirements such as the 90 non-business, required business core and a writing class required by accounting option students) so I've adjusted the continuation policy accordingly. Here's the revised sentence.

Completion of degree requirements within the 180 credits required for graduation (186 credits for the accounting option).

And, I've changed the Freshman Direct. The first bullet now reads:

Admitted Freshman Direct Foster School students who fail to achieve a quarterly UW GPA of 3.0 at any time during their first 45 UW credits will be placed on academic warning (for the first quarter at the UW) and then probation in subsequent quarters. While on probation, students must maintain a quarterly 3.0 UW GPA.

Here's the whole document with above revisions. Vikki

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Director, Undergraduate Programs
Michael G. Foster School of Business
University of Washington
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Mackenzie Hall Room 137
Box 353200
Seattle, WA 98195-3200
foster.washington.edu
> ----Original Message----
> From: Jennifer A. Payne
> Sent: Tuesday, May 25, 2010 9:09 AM
> To: Vikki H. Day
> Subject: 1503 questions
> Vikki,
>
> SCAP would like to you justify why you can't keep the option at 180
> credits (why not remove 6 credits somewhere)?
> Also if you can provide a "good" justification for the 186 credits,
> you will need to edit your continuation policy to say 180-186 credits.
> Brad also wants you to delete the first solid bullet and second open
> bullet under your freshman admits section of your CP.
> Any questions :-)
> Jennifer
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