



University of Washington Office of the President, Box 351230

January 18, 2002

Dean Yash Gupta
School of Business Administration
Box 353200

Dear Yash:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the revised admission requirements to the Evening Degree Program for the Bachelor of Arts in Business Administration. A copy of the program changes is attached.

I am writing to inform you that the School of Business Administration is authorized to specify these requirements for students entering the program spring quarter 2002.

The revised 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,

Richard L. McCormick
President

Enclosure

cc: Professor Roland E. Dukes (with enclosure)
Mr. Richard L. Simkins (with enclosure)
✓ Mr. W. W. Washburn (with enclosure)
Mr. Robert Corbett (with enclosure)

BUS - 102601

New or Revised Undergraduate Admission or Program Requirements

After college/school review, send signed original and 7 copies to: FCAS, Box 351271

BSUS AD-102601

College or School School of Business Administration	Department Business Administration	Date 10/26/01
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Check Appropriate Box

- | | | |
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| <input type="checkbox"/> New Admission Requirements | <input type="checkbox"/> Revised Program Requirement | <input type="checkbox"/> New Option |
| <input checked="" type="checkbox"/> Revised Admission Requirements | <input type="checkbox"/> New Minor | <input type="checkbox"/> New Major/Degree |

Explanation of proposed changes or new programs. attach additional page if necessary.

The Evening Degree Program was designed to provide educational access to students with work or family commitments preventing them from attending class during the day. In the Business School, this translates into a relatively small number of students compared to the numbers wanting into our day program, but they are an important group nonetheless. Over the past several years, the demand for the EDP in Business has remained somewhat constant at about 50 students per year.

We would like to grow the program, as we see it as an under-utilized resource in the University. Many of our EDP courses do not fill, and we could accommodate more degree-seeking students in the program. Given current economic conditions, we expect that with additional marketing we will be able to fill the program to capacity. (see attached)

Desired implementation date (not earlier than one full quarter after anticipated date of approval): Spring 2002

Instructions: Provide a point-by-point comparison of existing and proposed statements, using "no change" in the proposed column where appropriate. A more complete explanation may be attached if necessary, but the "Proposed" column must always be completed.

Existing Catalog Statement (Omit this section when proposing new programs)	Proposed Catalog Statement
<p>Applicants are considered in three admission groups, the Freshman Admission Program, the Early Admission Group and the Upper-Division Admission Group, described below. The following requirements apply to the Early Admission Group and the Upper-Division Admission Group:</p> <ol style="list-style-type: none"> 1. A minimum cumulative GPA of 2.50 for all college course work. 2. A minimum cumulative GPA of 2.50 for all required business administration 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 administration 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-business courses, described below; (d) written communication skills; and (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, rigor of courses taken, and exceptional extracurricular activities or work experience. <p>Admission is offered once a year, for autumn quarter only. A Business School application, together with all supporting materials, must be on file by April 1 (April 15 for transfer students). Records of all course work completed by the deadline must be submitted at the time of application.</p>	<p>Applicants are considered in three four admission groups, the Freshman Admission Program (FRAP), the Early Admission Group (EAG), <u>and the Upper-Division Admission Group (UAG), and the Evening Degree Program Group (EDPG)</u>, described below. The following requirements apply to the Early Admission Group, <u>and the Upper-Division Admission Group and the Evening Degree Program Group</u>:</p> <ol style="list-style-type: none"> 1. A minimum cumulative GPA of 2.50 for all college course work. 2. A minimum cumulative GPA of 2.50 for all required business administration 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 administration 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-business courses, described below; (d) written communication skills; and (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, rigor of courses taken, and exceptional extracurricular activities or work experience. <p>Admission <u>for FRAP, EAG, and UAG</u> is offered once a year, for autumn quarter only. A Business School application, together with all supporting materials, must be on file by April 1 (April 15 for</p>

Chair
Robert E. Clark

Date
10/29/01

Dean
Varma Rober for Y. Gupta

Date
11/26/01

College Committee
John W. Le

Date
11/26/01

Faculty Council on Academic Standards
John W. Le

Date
11/27/02

Existing Catalog Statement (Omit this section when proposing new programs)	Proposed Catalog Statement
<p>Freshman Admission Program (FRAP) The School of Business Administration enrolls a small number of students each year directly out of high school, prior to necessary completion of any university-level prerequisites. Freshmen applicants to the University listing Business 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.</p> <p>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 graded credits at the UW. Courses completed prior to applying must include ECON 200; MATH 112, 124, 127, or 145; an approved English composition course chosen from C LIT 240, ENGL 104-105, 111, 121, 131, 182, 197, 198, 199, or 281; and pre-college test scores (ACT or SAT). General education or elective courses can be taken to complete the minimum of 30 graded credits.</p> <p>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 201; MATH 112, 124, 127, or 145; an approved English composition course, chosen from C LIT 240, ENGL 104-105, 111, 121, 131, 182, 197, 198, 199, or 281. In addition, the following courses must be completed prior to admission in autumn quarter: ACCTG 225; ECON 200 and 201; O E 200; QMETH 201. Applicants should take general education or elective courses to complete the minimum of 60 graded credits. Students admitted to the UW as freshmen are expected to take ACCTG 215, 225; O E 200; and QMETH 201 in residence. Transfer Applicants: Qualified applicants with at least 45 credits and a minimum 2.85 GPA who meet University admission requirements, but not Business School requirements, are eligible to be placed in the College of Arts and Sciences as pre-business majors.</p> <p>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 University of Washington policy and applicable federal and state statutes and regulations.</p>	<p>transfer students). <u>Admission for the Evening Degree Program is offered Autumn, Winter and Spring quarters. The EDP application and all supporting materials must be on file by April 15, October 15, and January 15, respectively. Records of all course work completed by the deadline must be submitted at the time of application, regardless of admission group.</u></p> <p>Freshman Admission Program (FRAP) The School of Business Administration enrolls a small number of students each year directly out of high school, prior to necessary completion of any university-level prerequisites. Freshmen applicants to the University listing Business 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.</p> <p>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 graded credits at the UW. Courses completed prior to applying must include ECON 200; MATH 112, 124, 127, or 145; an approved English composition course chosen from C LIT 240, ENGL 104-105, 111, 121, 131, 182, 197, 198, 199, or 281; and pre-college test scores (ACT or SAT). General education or elective courses can be taken to complete the minimum of 30 graded credits.</p> <p>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 201; MATH 112, 124, 127, or 145; an approved English composition course, chosen from C LIT 240, ENGL 104-105, 111, 121, 131, 182, 197, 198, 199, or 281. In addition, the following courses must be completed prior to admission in autumn quarter: ACCTG 225; ECON 200 and 201; O E 200; QMETH 201. Applicants should take general education or elective courses to complete the minimum of 60 graded credits. Students admitted to the UW as freshmen are expected to take ACCTG 215, 225; O E 200; and QMETH 201 in residence. Transfer Applicants: Qualified applicants with at least 45 credits and a minimum 2.85 GPA who meet University admission requirements, but not Business School requirements, are eligible to be placed in the College of Arts and Sciences as pre-business majors.</p> <p><u>Evening Degree Program Group (EDPG)</u> <u>Students applying to the Evening Degree Program must meet the same admission requirements as the Upper Division Admission Group, plus have a demonstrable need to take courses in the evening rather than the day.</u></p> <p>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 University of Washington policy and applicable federal and state statutes and regulations.</p>

Explanation of proposed changes or new programs (continued):

One of the barriers we believe exists for potential Business Evening Degree students is that we accept applications only once a year. Unlike day students, many Evening Degree students complete our prerequisites only one or two courses at a time, given their other commitments, making it particularly problematic for them if they can't finish all of the prerequisites by the April deadline for Autumn admission. Delaying their entrance by a year is something we suspect may cause them to seek other bachelor's degree options.

Consequently, we would like to allow students to apply to our Evening Degree Program three times per year: for admission Autumn, Winter, and Spring. Philosophically, we believe this would be in keeping with the University's goal of providing educational access to these "time-bound" students. Logistically, we can accommodate two additional application periods per year because the number of applicants is small. (We could never do three admission periods per year for the day program unless we added considerable staff.) By creating a separate application for the Evening Degree Program, we hope to keep confusion regarding application deadlines for the various "admission groups" to a minimum.