

UNIVERSITY OF WASHINGTON

Office of the President

May 26, 1977

Dean Kermit Hanson  
School of Business Administration  
DJ-10

Dear Dean Hanson:

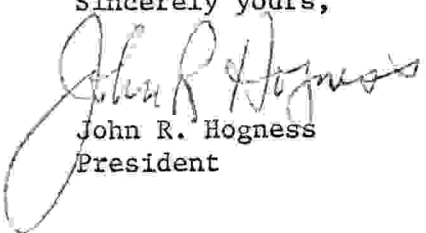
The Faculty Council on Academic Standards Subcommittee on School/College Admissions has reviewed the good-standing policy for students enrolled in the Business Administration undergraduate program as proposed by the Business Administration faculty, April, 1976.

The Subcommittee recommended approval of the good-standing policy pending clarification of the text of the statement. These changes along with a revised description of the admissions policy for the undergraduate Business Administration program were transmitted to the Faculty Council on May 16, 1977.

I am now writing to inform you that the School of Business Administration is authorized to implement the good-standing policy effective Summer Quarter, 1977. The School of Business Administration is further authorized to implement the revised admissions procedure for applicants seeking admission Winter Quarter, 1978.

In compliance with the Washington Administrative Code, 478-160-155, the announcement of the new admissions procedures must be made through printed statements available in the Office of Admissions and in the appropriate advising offices no later than the first day of Autumn Quarter, 1977. Would you please also forward copies of this statement to the Office of the Provost when the statement is transmitted to the Office of Admissions.

Sincerely yours,



John R. Hogness  
President

cc: Associate Dean Warren Etcheson  
Professor Laurel Lewis  
Mr. John K. Gardner  
Mr. W. W. Washburn  
✓ Ms. Susannah Ross

BUS -1977 0576

SCHOOL OF BUSINESS ADMINISTRATION  
UNIVERSITY OF WASHINGTON

ADMISSION, GOOD STANDING AND GRADUATION REQUIREMENTS

The School of Business Administration offers a two-year undergraduate program leading to the degree Bachelor of Arts in Business Administration. Admission is by application. Although the School is composed of five departments, all students major in Business Administration. The only exception at present to this general practice is in the area of accounting. Students who graduate having included the prescribed accounting classes as part of their business degree program will have the notation "Accounting" included after the degree on their permanent record in addition to the "BA" major.

Eligibility Requirements (to be considered for admission) and Selection Procedure

Admission to the School of Business Administration is at the junior level. A student must have completed 90 quarter credits, which include certain specified mathematics, economics, humanities, social sciences, natural sciences and pre-business courses, with a cumulative grade point average of 2.50 or higher. A supplemental application form should be filed for admission to the School of Business Administration, and inquiries should be made early regarding deadlines for submitting applications. The general guidelines for deadlines are indicated in the second paragraph below. If the number of eligible applicants exceeds the number of available spaces, acceptance to the School of Business Administration will be based on the grade point average of all college-level work completed at the time of application. The applicants will be rank ordered and those with highest grade point averages will be offered admission. In recent quarters the grade point average required for admission has ranged from 2.80 to 3.50 because the number of eligible applicants exceeded space available.

Eligibility for consideration for admission depends upon an applicant's having completed the specified lower division requirements by the time of entry into the School. These requirements are stated in the University Bulletin and are available on request from the School's Undergraduate Program Office.

Except for Autumn quarter, no applicants will be considered for admission earlier than the end of the third week of the quarter preceding the quarter in which the applicant seeks admission. Thus, for Winter, Spring and Summer quarters, applicants will be considered beginning about the seventh week preceding the beginning of the quarter in which the applicants seek admission. For Autumn quarter, applicants will be considered beginning about the third week in Spring quarter. This schedule is necessary to permit time to determine the number of new students who can be admitted in any particular quarter. Until the actual number of students enrolled in the School of Business Administration is known (normally during the third week of the quarter), the number who can be admitted the following quarter cannot be established.

Any certification programs (e.g., accounting) for which student demand exceeds resources will be subject to such admission procedures and criteria as are necessary to control the number of students eligible to enter the program. The procedures adopted for control of student enrollment in a certification program will be patterned after those utilized for admission to the School of Business Administration. Information about any certification program may be obtained from the School's Undergraduate Program Office.

#### Supplemental Application Form, Requirements and Deadlines

Applicants to the School of Business Administration must complete a supplemental application. On-campus students may obtain the supplemental application form directly from the Business Administration Undergraduate Program Office or from the College of Arts and Sciences Pre-Major Advising Office. Off-campus applicants are sent the supplemental form by the Undergraduate Program Office on receipt of notice from the University Admissions Office that the student is applying for admission to the School of Business Administration. All supplemental applications are returned directly to the Business Administration Undergraduate Program Office. Selection of those to be admitted is made by the Business Administration Undergraduate Program Committee or its designated admissions officer.

Admission standards and requirements will be applied uniformly to students transferring to the University and students already on campus who wish to enter the School of Business Administration. Transfer applicants who are denied admission to the School of Business Administration for either scholastic reasons or space limitations will receive a letter from the School of Business Administration informing them that they have been denied admission to the School and offering admission to the College of Arts and Sciences as pre-majors.

The periods and deadlines for receipt of completed supplemental application forms in the Business Administration Undergraduate Program Office follow:

- For Summer Quarter - April 1 through April 30
- For Autumn Quarter - April 1 through April 30  
(for early decision)  
May 1 through July 1  
(for space remaining)
- For Winter Quarter - October 1 through October 31
- For Spring Quarter - January 2 through January 31

#### Procedure for Establishment of Admission Target

The School of Business Administration has an undergraduate student enrollment target of 1,400 per quarter. Once the enrollment for the current quarter is known, the number of students to admit the following quarter is determined by subtracting from current quarter enrollment the estimated number of students who will graduate at the end of the current quarter, by adding the estimated number of former students who might return and the number of students who may be admitted by petition based on exceptional circumstances, and subtracting the resulting figure from 1,400.

### Applicant Categories for Admission Purposes

The 1,400-student enrollment target includes all categories of undergraduates in the School of Business Administration. These categories include first-bachelor's candidates, double-degree candidates, and baccalaureate degree holders who wish to obtain a second-bachelor's degree in business administration. Applicants will be placed in either of two categories, as follows:

#### Undergraduate Category

Eligible applicants earning first bachelor's degree or earning two bachelor's degrees concurrently.

#### Fifth Year Category

Baccalaureate degree holders earning second-bachelor's degrees in business administration, and holders of a baccalaureate degree in business administration applying for the accounting concentration.

The maximum number of fifth-year category students to be enrolled in the School at any time should not exceed 5 per cent of the student enrollment target (presently 1,400). Thus, the total enrollment target for fifth year students presently is 70; the enrollment target for undergraduates is 1,330.

### Admission of Minorities

The School of Business Administration endorses the University's Affirmative Action Program which is designed to increase the number of minorities who have an opportunity for higher education. Minority students who do not meet the quarter's required grade-point average may petition for admission and their applications will be referred to the Undergraduate Program Committee, or its designated representative, for individual review as to admissibility on an exception basis. It should be understood, however, that admission of minorities who do not meet the grade-point average requirement is not automatic; admission is on the basis of an evaluation of the student's record and the principal criterion is the probability of successful completion of the proposed academic program.

### Petitions

Applicants denied admission to the School of Business Administration have the right to petition, but guidelines for approval of petitions are stringent. A student with a cumulative grade-point average slightly below the quarter's required grade-point average may petition if the student's most recent work (45 credits) was completed with extraordinarily high grades, normally not less than one-half grade point above the grade-point average required for the quarter in which admission is sought. Petitions must be written and should set forth the reasons the applicant feels the application should receive further consideration. Petitions will be reviewed by the Undergraduate Program Committee or its designated representative.

### Good Standing Policy

To continue in academic good standing, those students who enter the School of Business Administration Summer Quarter of 1977 and after must maintain a 2.50 grade-point average in all Business Administration courses and a 2.50 cumulative grade-point average. Any student will be placed on academic probation at the end of any quarter (except the first quarter at the University, in which case the student will receive an academic warning) in which the Business Administration or cumulative grade-point average falls below 2.50. The Undergraduate Program Office will notify students of academic warning or academic probation by letter as soon as practicable after receiving the previous quarter's grade report. This grade review process will be made quarterly by the Undergraduate Program Office of the School of Business Administration and each notice of academic warning or academic probation will be noted in the student's file. Once on probation, the student must attain at least a 2.75 for each succeeding quarter's work until the Business Administration and cumulative grade-point averages are raised to 2.50 or the student will be dropped from the School of Business Administration for low scholarship. An appeal may be filed with the Undergraduate Program Office if the student feels unusual circumstances warrant reconsideration of the dismissal.

### Other Procedures

Students desiring waiver of the School's degree requirements may request such waivers using the University graduation petition which is available in the Undergraduate Program Office. The Associate Dean for Undergraduate Programs, acting on behalf of the Undergraduate Program Committee, reviews these petitions. If the student wishes to appeal the original decision, or if the waiver requested is in some way unusual, the Associate Dean submits it to the Committee for its consideration.

Students must follow the University graduation procedures and fulfill the University graduation requirements. In addition, students must have a cumulative grade-point average of at least 2.50 in all coursework and in all business courses to be eligible for graduation from the School.

The School sponsors Work-Study and Cooperative Education Programs which, at the present time, are limited to approximately 10 students per quarter. Interested students in Business Administration may apply for these through the Work-Study Coordinator. In addition to the 10-student limitation, the availability of appropriate jobs may be another limiting factor.

Participants in these programs who leave the University for a period of time must complete a Work-Study re-enrollment application and submit a \$50 advance deposit on tuition by a specific date in order to be assured of re-admission and the right to participate in pre-registration. The Coordinator of the Work-Study Program is responsible for sending applications to those students and collecting both the applications and the advance deposits from them. The applications and deposits are then forwarded to the Registrar for processing.

Accounting students may elect to leave the University and participate in an Accounting Internship as part of their undergraduate degree program. To re-enroll, these students follow the same procedures as the Work-Study students. Upon their return to the University they may, if they wish, register for Accounting 371 and in this way receive two credits for their internship.

Students enrolled in Business Administration who entered the University with a high school deficiency will be expected to remove the deficiency during the early quarters of registration in the School.

WNE:vm

April 15, 1977

(supersedes document dated 3/1/74)

## FIFTH YEAR POLICY STATEMENT

### School of Business Administration University of Washington

Students applying for a second bachelor's degree must fulfill the same prerequisites for admission as applicants for a first bachelor's degree.

An appointment should be made with the fifth year admissions advisor in 137 Mackenzie Hall (206-543-4350), to determine if all prerequisites have been completed. Students should also consider the Master of Business Administration and Master of Public Administration programs as possible alternatives.

Only a very limited number of fifth-year students can be accommodated each quarter, and no more than four or five of these can be in the accounting concentration. Because the number of positions is limited, admission is primarily on the basis of grade point average. The grade point average for fifth year admission usually is over 3.00 for the last 90 credits of course work.

Admission requirements for entry may be completed at the University of Washington or at a community college. It will not matter that community college credits will not count toward the degree since 52 credits (33 credits of core business administration courses and 19 credits of 300-400 level business administration electives) will be required at the University after formal admission to the fifth year program in the School of Business Administration. In the accounting concentration, 26 rather than 19 credits of 300-400 level electives are required.

#### ADMISSION PROCEDURES

(1) Two quarters prior to admission, a general University application should be filed with the Fifth-Year Admissions Office, 320 Schmitz Hall, and all necessary transcripts provided to that office.

(2) The Supplemental Application to the School of Business Administration should be completed and returned to 137 Mackenzie Hall, with duplicate transcripts. The application and supporting information should be received by Business Administration within the deadlines indicated on the Supplemental Application.

If your application shows failure to complete requirements, but a competitive grade point average, you may be accepted to the University as an undeclared major fifth-year student in order to complete requirements. Fulfillment of requirements will not guarantee admission to the School of Business.

Decisions will be made on applications during the week following the cut-off date and acceptance or denial letters sent to applicants.

4/14/77

# SCHOOL OF BUSINESS ADMINISTRATION

## ADMISSION REQUIREMENTS

Previous degree and/or other coursework must include these requirements, with at least 2.50 cumulative grade point average.

### Non-Business Courses

| <u>Area</u>  | <u>Min. Credits</u> |
|--|---------------------|
| Humanities . . . . .   | 10                  |
| Students who have not completed 4 years of high school English must include a minimum of 5 credits of English composition                                      |                     |
| Natural Sciences . . . . .   | 19                  |
| Math 105 - college level mathematics (5)   |                     |
| Math 157 - calculus (4)  |                     |
| Other natural sciences (10)  |                     |
| If student does not require the pre-calculus mathematics he may take another 5 credit mathematics course or make up the credits in additional natural sciences |                     |
| Social Sciences . . . . .  | 30                  |
| Econ 200 and 201 (10)  |                     |
| Anthro, Psych, Sociology (10)  |                     |
| Any social sciences (10)   |                     |

### Business Courses

| <u>Course</u>            |                            | <u>Credits</u> |
|--------------------------|----------------------------|----------------|
| Accounting 210           | Fundamentals of Accounting | 3              |
| Accounting 220           | Fundamentals of Accounting | 3              |
| Accounting 230           | Basic Accounting Analysis  | 3              |
| Bus., Govt. & Soc. 200   | Introduction to Law        | 5              |
| Quantitative Methods 200 | Computer Programming       | 2              |
| Quantitative Methods 201 | Statistical Analysis       | 4              |
|                          |                            | <u>20</u>      |