

# **Michael G. Foster School of Business Satisfactory Progress 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 and making good use of limited resources. This satisfactory progress policy 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.

The Michael G. Foster School of Business cannot accommodate all students wishing to study business. Further, the Foster School has a responsibility to serve students pursuing first degrees. Limited resources mean only as many students are admitted as those who graduate each year. Therefore the Foster School utilizes a Satisfactory Progress Policy so that it can best use available resources and serve students. 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 GPA of 2.5
- Completion of degree requirements within the 180 credits required for graduation. To that end, the Foster School limits students' pursuit of specialized options within the 180-credit limit. 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 are encouraged to 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. Therefore, a student may be requested to meet with an adviser to discuss performance, progress, or satisfaction 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 pre-major (PreBA). The student is still considered a pre-major in the College of Arts and Sciences, but the advising file is assigned to the Undergraduate Programs Office (UPO) in 137 Mackenzie for the student's convenience in meeting with business advisers.

## **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 is subject to being 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.

- FRAP/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.

## **Restrictions on credit**

- The BA BA degree includes 90 credits of non-business coursework.
- Of the nine (9) core required to complete the BA BA, six (6) of the core, including MGMT 430, must be completed at the Foster School.
- Courses graded S/NS can only be used as free electives and cannot be used to satisfy a University, college or department course requirement.
- The Foster School values the experience students acquire outside the classroom in internship experience; however, of the 180 credits required for the BA BA, no more than eight (8) credits of internship coursework is applicable. Internship credit (495 courses) may not be applied to the 16 upper-division business electives – the credit may apply to general credit only. Further, credits for General Studies 350 are counted as part of the eight (8) credit limit and may not count toward the 90 non-business credits required for the BA BA.
- The Foster School values the pursuit of individual research through 499 courses; however, of the 180 credits required for the BA BA, no more than eight (8) credits of

independent research coursework is applicable. No more than four (4) credits of independent research credit may be applied to the 16 upper-division business electives.

## **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).

**Appealing drop:** A student, who is dropped under this policy, may file a written appeal with the UPO. The appeal must be submitted within 15 working days after the probation or 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 Quarterly and Cumulative Academic Progress**

At the end of every quarter, the UPO reviews the performance of all students and assesses their academic standing. Students will be notified of academic warning, probation or drop by letter as soon as practicable after receiving the previous quarter's grade reports. This grade review will be conducted quarterly and 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 a letter encouraging them to talk with an academic adviser about any academic difficulties they are having. This letter is intended to help students solve academic problems before reaching low scholarship status.

**Warning:** The only students who receive warning letters are business students who, in their first quarter at the UW, have a UW or UW BA GPA below 2.5.

**Probation:** A student will be placed on academic probation at the end of any quarter in which the business cumulative GPA or the UW cumulative 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 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 and when the GPA is raised to acceptable levels, the UPO will change the student's major back to BA. A letter petitioning for reinstatement may be required.

#### **Monitoring Academic Progress Within Options**

**Warning:** An accounting student in his first quarter at the UW will receive a warning letter if his ACCTG 301 grade is below 2.5.

**Probation:** A business student pursuing an option (accounting, entrepreneurship, finance, human resources management, information systems or marketing) will be placed on academic probation at the end of any quarter in which the cumulative GPA in the option falls below 2.5. Once on probation, the student must maintain at least a 2.75 quarterly GPA in the option until the cumulative GPA in the option is raised to 2.5.

**Drop:** 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. The student will again be coded as BA. If and when the GPA is raised to acceptable levels, the UPO will change the student back into the option.

#### **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.
  - ACCTG 215 and 225

- ECON 201
- MGMT 200
- 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 warning, probation and drop guidelines as other business majors.

### **Monitoring FRAP Academic Progress**

- Completion of the following courses within the first year of enrollment at the UW with a minimum cumulative 3.4 GPA.
  - MATH 112 or 124 or 134
  - English composition [C] course
  - ECON 200

Students who do not complete the three required courses will continue to be monitored and must maintain a cumulative 3.4 GPA until the required courses are complete. It does not matter if the student has completed 30 credits or not.

- Completion of the first 30 credits at the UW with a minimum cumulative 3.4 GPA is required for students entering the UW with credit for one or more of the above courses. In addition, students must complete any remaining of the above courses with a minimum cumulative 3.4 GPA. This applies to all students entering with college credits earned prior to matriculation at the UW.
- **Probation** A FRAP who does not maintain the minimum 3.4 cumulative GPA will be placed on probation. Once on probation, the student must attain at least a 3.4 GPA for the succeeding quarter's work.
- **Drop:** If a FRAP student on probation does not attain the minimum quarterly GPA of 3.4, the student will be dropped from the Foster School. The student will be coded as a pre-major and will be required to apply to the School if a business major is desired.

- Once a FRAP fulfills the FRAP requirements, a letter will be issued stating that the student has achieved FRAP satisfactory progress. At that point FRAPs follow the same warning, probation and drop guidelines as other business majors.
- FRAPs must finish ACCTG 215 and 225, ECON 200 and 201, MGMT 200, Q METH 201, calculus and English composition within the first 75 credits completed at the University of Washington and 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, IS 300 and OPMGT 301 require completion of most pre-business courses before enrollment.

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

- Admitted Freshman Direct Foster School students must earn a 3.0 cumulative UW GPA during their first 45 UW credits.
  - Students who achieve a 3.0 cumulative UW GPA in the first 45 credits will then need to maintain a 2.5 Business and UW GPA from then on.
  - 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.
  - 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.
- 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
  - English composition [C] course

- 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 105 Credit Rule**

UW undergraduates must declare a major by the time they have earned 105 credits or a hold will be placed on their registration until they declare a major or meet with an adviser and receive a pre-major extension. Transfer students who are admitted to the University with 105 or more credits are expected to declare a major before their second quarter at the UW or obtain a pre-major extension from an adviser.

The Foster School is well aware that its admission policies may preclude UW students from being admitted to business within the 105-credit requirement. Therefore, an extended pre-business major 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. These guidelines are designed to ensure that only students who have a reasonable chance of being admitted to Business are allowed to delay declaring a major.

### **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.

Because of the 210-credit rule and the Foster School's limited ability to serve all students wishing a degree in Business, the following limitations are placed upon a student's desire to add additional options to the BA BA. A maximum of two formal options are allowed and students must elect to pursue an option prior to completion of 135 credits. Further, the Foster School

reserves the right to deny a student from an option, if pursuit of that option will require the student to exceed 210 credits.

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, (<http://www.washington.edu/students/handbook/conduct.html>). 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.