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U N I V E R S I T Y of H O U S T O N

C. T. BAUER COLLEGE OF BUSINESS
OFFICE OF UNDERGRADUATE BUSINESS PROGRAMS

APPROVED DEC 05 2012

TO: Jeanette F. Morales, Assistant Director, Office of Academic Program Management

FROM: Frank Kelley, Associate Dean for Undergraduate Business Programs

DATE: October 11, 2012

RECEIVED OCT 12 2012

RE: Proposal for changes to admission requirements and course limitations

The Bauer College of Business proposes to the UH Undergraduate Committee the following changes to the admissions requirements and course limitations for the undergraduate business program.

In light of Texas HB 3025 and to comply with new and proposed UH Admission requirements, it is recommended that the faculty consider the following changes to admission requirements and course limitations for the undergraduate business program. In summary, UH Admissions is changing the minimum hours for transfer students from 15 to 30 hours. There is no maximum limit on transfer hours, but in accordance with HB 3025, students not initially admitted as pre-business may not change their major after completing 45 or more hours.

Current Catalog Language:

Admission, Change of Major to Pre-Business, and Course Limits

Qualified high school, college transfer students, and international students interested in majoring in business should apply first as a pre-business major. For specific admission requirements, consult the **University Admission**. For admission information and an application, contact the Office of Admissions at 713-743-1010 or check the Web site at www.uh.edu/admissions.

The criteria for a transfer student or UH non-business student with 15-60 semester hours of college credit to be admitted to the Bauer College of Business as a pre-business major are a) a 3.0 or higher cumulative grade point average, including any attempted transfer courses, and b) if any courses have been attempted at the University of Houston, at least a 2.5 or higher cumulative grade point average at the University of Houston. Students with more than 60 semester hours of college credit must meet the same criteria, but the calculation of cumulative grade point average is based on the last 60 hours (if the 60th hour occurs in the middle of a semester, all grades of that semester are included in the calculation).

Students who have submitted transcripts of all completed college work to the University of Houston may submit a change of major request on the Bauer Web site during designated filing periods: www.bauer.uh.edu.

Enrollment by pre-business majors in 3000-level business courses is limited to a maximum of 15 semester credit hours, including all courses attempted (with W's, I's, F's, and passing grades) and courses transferred.

Enrollment by non-business majors in 3000-level business courses is limited to a maximum of 15 semester credit hours, including all courses attempted (with W's, I's, F's, and passing grades) and courses transferred. Pre-business majors may not take any 4000-level business courses.

Enrollment in 4000-level business courses is limited to degree seeking students who have:

- officially declared a business minor, or
- a secondary major in business, or
- officially been admitted into a business-related program such as the computer science-business option, the professional selling program or exchange programs, who are taking business courses to meet specified requirements for these business-related programs.

Postbaccalaureate students are not eligible to take undergraduate business courses except at the 5000-level, and may not pursue an undergraduate degree in business in the Bauer College of Business.

Proposed Catalog Language:

Admission to Pre-Business for Degree-Seeking Students

Qualified high school and college transfer students interested in pursuing an undergraduate degree for the first time and want a bachelor of business administration (B.B.A.) degree should apply first as a pre-business major. Postbaccalaureate students are not eligible to pursue a B.B.A. degree in the Bauer College of Business. For specific admission requirements, consult the **University Admission**. For admission information and an application, contact the Office of Admissions at 713-743-1010 or check the Web site at www.uh.edu/admissions.

The criteria for a transfer student with 30-60 semester hours of college credit to be admitted to the Bauer College of Business as a pre-business major is a 3.0 or above cumulative grade point average, including any attempted transfer courses. Students with more than 60 semester hours of college credit must meet the same criteria, but the calculation of cumulative grade point average is based on the last 60 hours (if the 60th hour occurs in the middle of a semester, all grades for that semester are included in the calculation).

Former UH students applying for readmission to the university as a pre-business or business major, and current UH students applying to change their major to pre-business are admitted based on the same GPA requirements as transfer students, and a 2.5 or above GPA at UH, or by individual review. UH students who do not meet requirements to change their major to pre-business by the end of the semester in which they complete 45 or more hours are not eligible to change their major to pre-business. Transfer students admitted to UH with 45 or more hours are not eligible to change their major to pre-business.

Current UH students who have submitted transcripts of all completed college work to the University of Houston may submit a change of major request on the Bauer Web site during designated filing periods: www.bauer.uh.edu/prospective.

Admission for Non-Degree-Seeking Reciprocal Exchange and Summer Visiting and Transient Students

Non-degree-seeking reciprocal exchange and summer visiting and transient students must meet the minimum requirements for admission to the university. These applicants are admitted on a non-degree-seeking basis in accordance with university and college guidelines for these categories of admission, and may not be admitted as degree-seeking into the undergraduate business program unless they meet the degree-seeking requirements for admission to pre-business.

Course Limitations

Except for specifically designated courses, enrollment in advanced level business courses is limited to:

- pre-business majors approved by an academic advisor for a mixed program (limited to 3000-level business courses or by petition for 4000-level business courses for no more than two regular semesters),
- students with a declared business major,
- students with a declared business minor taking courses appropriate to that minor, or
- students in a business-related program such as the computer science-business option, the entrepreneurship program, the professional selling program, or reciprocal exchange programs, who are taking business courses to meet specified requirements for these business-related programs.

Justification

This proposal is designed to:

- Align with the UH Admissions proposal regarding the minimum requirement of 30 hours.
- Comply with HB 3025, which stipulates that students must file a degree plan during the second regular semester after completion of 45 hours:
<http://e-lobbyist.com/gaits/text/316678>. The reason the end of the semester in which a student completes 45 hours is the cut off for UH non-business majors to apply to change their major to pre-business is because of the sequence of requirements for a change of major:
 - Grades post at the end of the semester in which 45 or more hours are completed
 - Students file during the filing period that following semester with an effective date of the subsequent semester
 - Students take the remaining degree plan filing requirements of GENB 2301 (proposed as 3302) and STAT 3331, courses not open to non-business majors.

HB 3025 only allows two regular semesters after completing 45 hours so anyone beyond that point would not be in compliance with state law. Students with 30 or more transfer hours who request business as a major when they apply for admission and who do not meet the admission criteria may select an alternative major, but are informed that that is the major they should plan to pursue at UH.