


**TO:** Maria Elena Solino, Chair  
Undergraduate Committee

APPROVED DEC 05 2012  


**FROM:** Christina Gola  
Academic Policy and Procedures Subcommittee

**SUBJECT:** UC 12209 12F: Proposal for changes to admission requirements and course limitations in the Bauer College of Business

**DATE:** November 29, 2012

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**Background**

The Bauer College of Business proposes to change the admissions requirements and course limitations for the undergraduate business program. Specific changes are designed to

- Align with a proposed change to UH admissions standards for transfer students from 15 to 30 hours
- Comply with Texas HB 3025, which stipulates that students must file a degree plan during the second regular semester after completing 45 hours
- Update language about course limitations.

**Proposed Change**

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 University Admissions. 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](http://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).

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 UH Bauer College web site during designated filing periods: [www.bauer.uh.edu](http://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 students 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 New Catalog Language:

Admissions 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 University Admissions. 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](http://www.uh.edu/admissions).

The criteria for a transfer student with 30-60 hours of 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 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 60<sup>th</sup> 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 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](http://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),
- Student 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.

### **Discussion**

The most significant discussion of this proposal focused on the 45 hour cap.

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. During the two semesters following the 45 hours completion, a student must first change to pre-business, and then complete the remaining degree plan filing requirements by completing GENB 2301 and STAT 3331 (courses not open to non-business majors); this effectively takes two semesters. Thus, any student two semesters beyond the 45 hour cut-off, at this point, would not be in compliance with HB 3025.

The subcommittee discussed a scenario in which a student changes to pre-business, but then does not complete filing requirements. The student is counseled on choosing a different major and/or courses that can count toward a business minor. The Bauer College has also submitted a proposal to the UC for a "Pre-Business Foundations Minor" (Item # 12055 12F) that will help a student in this scenario.

The subcommittee also discussed a scenario in which a student is in good academic standing and meets the Bauer admission GPA requirements, but realizes late (beyond 45 hours) that he/she wants to

become a business major. Unfortunately this student is beyond the cap and would not be able to change his/her major to business.

Lastly, the committee discussed clarification for transfer students. Any transfer student, who meets the transfer admission requirement between 30 and 60 hours and meets the Bauer GPA admissions requirements, will be allowed to transfer directly in as pre-business, regardless if he/she transfers in between 45-60 hours. The student cannot however, transfer to UH as a non-business major, and later change a major to pre-business if over the 45 hour cap.

**Recommendation**

The Academic Policy and Procedures subcommittee recommends approval of UC 12209 12F for implementation in Fall 2013