PROPOSED REVISION OF SCHOOL OF BUSINESS
UNDERGRADUATE ADMISSION AND RETENTION REQUIREMENTS

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the attached proposed revision of the admission and retention requirements to the Business Administration and Accounting majors in the School of Business be approved by the University Senate.

2. That this proposal be forwarded to the President for approval.

3. That the revision take effect for students admitted to the University for Fall 2007.

Proposal: Change in Admissions Standards for Freshmen and Transfer Students

Freshmen

The original text in the undergraduate bulletin for students admitted as freshmen to the university and interested in formal admission to the School of Business is listed below in plain text. The proposed changes are in bold-face text. The sections of text from the Bulletin in red italics remain the same.

“To remain a School of Business major during the freshman and sophomore years, each student must meet the retention standards set by the School of Business.

To remain a School of Business major after their freshman year at the University at Albany, each student must meet the retention standards set by the School of Business.
These standards require students to maintain a B (3.00) overall average at the University at Albany and at least a B- (2.70) average for the designated admission core course categories taken at Albany.

These standards require students to have achieved at least a 3.10 overall average by the end of each of their third and fourth semesters at the university and at least a 2.85 average for the designated admission core course categories taken at Albany.

To remain a School of Business major, students must also have satisfactorily completed any five of the seven admission core course categories after three semesters at the University, and all seven (7) of the admission core course categories after four (4) semesters at the University. (Note: all core course categories not completed prior to matriculation must be taken at the University and graded on an A–E basis.) These categories are: (1) B Acc 211, (2) B Itm 215 or A Csi 101 or A Csi 201, (3) A Mat 108 or B Itm 220 or A Eco 320; (4) A Eco 110, (5) A Eco 111, (6) A Psy 101, and (7) A Soc 115Z or 115 or A Ant 108Z or 108. In addition, students must have completed a total of at least 56 degree applicable credits after four semesters at the University to remain a School of Business major.

Students’ records will be evaluated after their second semester, and those falling below the retention standards will receive a warning letter indicating they are in jeopardy of losing their status as a School of Business major. Students’ records will again be evaluated after their third and fourth semester to determine that all of the above retention standards have been met.

Students in the School of Business who have attained junior standing (i.e., 56 degree applicable credits) and who have met all the retention standards shall be eligible to enroll in the upper division School of Business courses.”

**Transfer Students**

The original text in the undergraduate bulletin for transfer students seeking admission to the School of Business is listed below in plain text. The proposed changes are in bold-face text. The sections of text in italics and red remain the same.

“Initial Admission of Transfers with Sophomore Standing or Above to the School of Business:

All students admitted to the University for summer 1995 or thereafter whose basis of admission is “TRANSFER” can be admitted to the School of Business by declaring their major as either Accounting or Business Administration at the time of their application to the University as long as they will have met the following criteria:

Students must have completed a total of at least 24 degree applicable credits by the end of the spring semester preceding their summer or fall admission to the University, or by the end of the fall semester preceding their spring admission to the University. They must also have a final cumulative average of B (3.00) or higher and have maintained at least a B- (2.70) average in any designated core course categories completed elsewhere prior to matriculation.
Students must have completed a total of at least 32 degree applicable credits by the end of the spring semester preceding their summer or fall admission to the University, or by the end of the fall semester preceding their spring admission to the University. They must also have a final cumulative average of 3.10 or higher and have completed elsewhere a minimum of 4 of the designated admission core courses with at least a 2.85 average prior to matriculation.

(1) To remain a School of Business major, each student must meet the retention standards set by the School of Business. These standards require students to maintain a B (3.00) overall average at the University at Albany and at least a B- (2.70) average for the designated admission core course categories taken at Albany.

(2) To remain a School of Business major, students must also have satisfactorily completed all seven of the admission core course categories after two semesters at the University. These categories are: (1) B Acc 211, (2) B Itm 215 or A Csi 101 or A Csi 201, (3) A Mat 108 or B Itm 220 or A Eco 320; (4) A Eco 110, (5) A Eco 111, (6) A Psy 101, and (7) A Soc 115Z or 115 or A Ant 108Z or 108. (Note: all core course categories not completed prior to matriculation must be taken at the University and graded on an A–E basis.) They must also have achieved 56 degree applicable degree credits after two semesters at the University.

(3) Students in the School of Business who have attained junior standing (i.e., 56 degree applicable credit) and who have met all the retention standards shall be eligible to enroll in the upper division School of Business courses.”

The following paragraph on replaces the three paragraphs on the previous page.

To remain a School of Business major, students must achieve a minimum overall average at the University at Albany of at least a 3.10 and a minimum 2.85 average for the designated admission core course categories taken at UAlbany. They must also have satisfactorily completed all seven of the admission core course categories after two semesters at the University. These categories are: (1) B Acc 211, (2) B Itm 215 or A Csi 101 or A Csi 201, (3) A Mat 108 or B Itm 220 or A Eco 320; (4) A Eco 110, (5) A Eco 111, (6) A Psy 101, and (7) A Soc 115Z or 115 or A Ant 108Z or 108. (Note: all core course categories not completed prior to matriculation must be taken at the University and graded on an A–E basis.) Additionally, they must have achieved 56 degree applicable degree credits after two semesters at the University.
RATIONALE:

TO: Undergraduate Academic Council

FROM: Paul A. Leonard    Dean, School of Business

DATE: 22-September-2006

SUBJECT: Rationale for change in admissions standards

The School of Business had its Association to Advance Collegiate Schools of Business (AACSB) maintenance of accreditation review in January-2006. One of the deficiencies cited by the visit team was the school’s high level of enrollments relative to the size of the faculty and the resulting adverse impact on class size. The visit team stated:

The size of the tenure track faculty has fallen since the last accreditation visit and the student population has grown. There is continuing pressure to expand the student population. The result of these circumstances is that class size is larger than the classroom capacity in many of the programs. The average class size for required bachelor’s degree courses at Albany is 159 students - three times the average of their peer schools.

In response to this issue, the school submitted an enrollment management plan to Wayne Locust, vice provost for enrollment management. The portion of the enrollment plan concerning undergraduate enrollments is stated below:

Current enrollment levels make it impossible for the School of Business to achieve its goals and to maintain its AACSB accreditation. For the fall 2005 semester, the School of Business had 921 undergraduates; our undergraduate enrollment target is 850 students. For the spring 2006 semester, our undergraduate enrollments are approaching 950. As the data in the table below show, undergraduate enrollments have increased by almost 100 students since fall 2002. A substantial portion of the growth in undergraduate enrollments can be attributed to the dramatic increase in the number of transfer students. For the fall 2005 semester, the
School admitted approximately 180 transfer students, or about 40% of newly admitted students.

The additional students have had serious negative impacts on the quality of the educational experience for all School of Business students. Average class size has increased and in many courses there are more students than available classroom seats. The additional undergraduate students have also severely
School of Business Enrollments  
Fall 2002 to Fall 2005

<table>
<thead>
<tr>
<th></th>
<th>Fall 2002</th>
<th>Fall 2003</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>851</td>
<td>871</td>
<td>899</td>
<td>921</td>
</tr>
<tr>
<td>Graduate</td>
<td>491*</td>
<td>462</td>
<td>463</td>
<td>518</td>
</tr>
<tr>
<td>Total</td>
<td>1,342*</td>
<td>1,333</td>
<td>1,362</td>
<td>1,439</td>
</tr>
<tr>
<td>Percent Graduate (%)</td>
<td>36.6</td>
<td>34.7</td>
<td>34.0</td>
<td>36.0</td>
</tr>
</tbody>
</table>

* Includes Zurich MBA enrollments

strained the School’s ability to provide high quality advisement and career services. The advisement problem is especially severe for the large number of transfer students who are admitted to the School during the summer. Not only are transfer students admitted in increasingly large numbers, but many students are admitted immediately before the beginning of the semester. This makes it almost impossible to provide advisement and to find appropriate classes. An additional concern is the weaker academic performance of transfer students, especially those who are admitted to the School late in the summer.

To achieve its vision and maintain its accreditation, the School must get its undergraduate enrollments back to 850. To do so, the School of Business is taking several actions:

1. The School is preparing a proposal to raise its admissions standards to an overall GPA of 3.1 (up from 3.0) and a GPA of 2.85 (up from 2.7) in the business core courses.
2. The School is preparing a proposal to establish an admissions deadline for transfer students.
3. The School is preparing a proposal to require transfer students to complete a minimum number of the business core course before admission is granted.
4. The School has proposed a change in the way transfer students are advised during the summer to avoid days when the number of students needing advisement exceeds our ability to provide advisement.

The school’s request to reduce undergraduate enrollments back to its historical target of 850 was accepted by the vice provost.

The need to change admissions standards is necessary if the school is to get its enrollments back to 850, a step considered necessary to maintain its AACSB accreditation. Preliminary enrollment figures for fall 2006
indicate that the school has 946 undergraduates, indicating that current admissions standards are too lenient. The classroom overcrowding situation also continues to be a problem that is having negative impacts on the quality of the education provided to UAlbany students. By approving the proposed changes in admissions standards, the School of Business will be able to retain its accreditation and improve the educational experience of its students.