How to Apply for Admission to Business Administration

Pre-Business Admission
You may apply for Pre-Business status if you have at least 45 credits completed, an overall, combined GPA of 3.0 or higher, and a minimum score of 4.5 on the Writing Skills Assessment (WSA) or 550 or higher on the SAT Writing Test.

A Pre-Business student who has completed 90 credits of college coursework is guaranteed admission to the Business Program if his/her:
- Overall, combined GPA is at least 3.0
- A minimum GPA in Business prerequisite courses (listed below) is at least a 3.0, with no grade below 2.5.

All students who do not meet these requirements will be considered in the regular competitive Business Admission process.

Admission to Business
You may apply to Business if you have at least 80 credits completed (90 credits preferred), with a cumulative GPA of at least a 2.5. These credits must include all of the following Business prerequisite courses (with no less than a 2.0 in any prerequisite course):

- Business prerequisite courses
  Completion of the following prerequisite courses with an overall GPA of 2.5 for all courses and no less than a 2.0 in any course:
  - Statistics (BIS 315)
  - Calculus I (B CUSP 124)
  - Introduction to Accounting and Financial Reporting (B BUS 210)
  - Fundamentals of Managerial Accounting (B BUS 211)
  - Microeconomics (B CUSP 200)
  - Macroeconomics (B CUSP 176 or 201)
  - Introduction to Law (B CUSP 202)
  - A Second Composition course

- Writing Skills Assessment (WSA)
  All applicants to the Business Program must complete the Writing Skills Assessment (WSA) before the application deadline for the quarter for which they are applying. The WSA is used at the three campuses of the University of Washington, assesses communication and critical thinking skills. The ability to communicate ideas clearly and concisely in writing is a key skill for success in college and your career.

  - Test Format
    The Test lasts for 90 minutes. During the time you are required to plan and write two essays: one based on a statement (called the “position task”) and one based on a short workplace scenario (called the “persuasion task”). No special business knowledge is required or expected for either writing task.
The test is given in a proctored setting in which no dictionaries or calculators are allowed. Communication specialists score each of the essays on a six-point scale and the results are averaged. Evaluation is based on the degree to which each essay:

- addresses the writing task effectively and insightfully, and where appropriate, provides a well-reasoned solution that displays analysis of data (numerical or verbal)
- is well organized, with a clear overall strategy
- is fully developed, with pertinent support for ideas presented
- is appropriate in style and tone for the intended reader
- displays consistent facility with written English (grammar, syntax, vocabulary, punctuation, and spelling)

Schedule, Cost, and Registration
The Writing Skills Assessment test dates for future quarter admission are available on the on-line registration page: http://www.uwb.edu/business/bachelors/future/prerequisites/assessmentreg.xhtml
The test can be taken only once per application period. Please see the Void Policy at: http://www.uwb.edu/business/bachelors/future/prerequisites/assessmentvoid.xhtml that allows applicants to not have their test scored so they can take it again. The cost of the test is $30.

If you require disability accommodations, please contact Disability Support Services at 425.352.5307 or e-mail rlundborg@uwb.edu, preferably at least 10 days in advance of the test date. The staff will be more than happy to assist you. Please be aware that you should be prepared to provide documentation of your disability in order to receive academic or testing accommodations.

Application Deadlines
Admission is available for winter, spring, and autumn quarters. Applications may be considered on a space-available basis after the application deadline. Please check the on-line website for specific application deadline dates: http://www.uwb.edu/business/bachelors/future/appdeadlines.xhtml

Application
UW Bothell Students must use the internal application to apply:

http://www.uwb.edu/business/bachelors/InternalBUSapp.pdf