



Academic Policies, Procedures, Rules and Regulations

→ First, refer to the University's Policies with the [Office of the Registrar](#) or [Office of Undergraduate Studies](#).

Table of Contents

1	B-School Basics	1
2	Graduation Requirements	1
2.1	<i>MATH Requirements</i>	2
2.2	<i>Elective Requirements</i>	2
3	Registration.....	2
3.1	<i>Prerequisites and Restrictions</i>	2
3.2	<i>Credits, Status and Standing</i>	2
3.3	<i>Advising and PIN Distribution</i>	2
4	Academic Probation, Suspension and Readmission	3
4.1	<i>Academic Misconduct</i>	3
4.2	<i>Academic Probation</i>	3
4.3	<i>Readmission after Suspension</i>	3
5	Course Transfer Requests	3
5.1	<i>Consortium Courses</i>	3
5.2	<i>Transfer of Non-Business Credits</i>	3
5.3	<i>Transfer of Business Credits</i>	4
6	Change of Major or Minor	4
6.1	<i>Intra-University Transfer Requirements</i>	4
7	Student Grievances.....	4

1 B-School Basics

The B-School consists of five departments: Accounting, Information Systems & Supply Chain Management, Finance & International Business, Management, and Marketing. Full-time department faculty academically advise juniors and seniors.

There are seven undergraduate Bachelor of Business Administration (BBA) degree programs, *i.e.* majors: Accounting, Computer Information Systems, Finance, International Business, Management, Marketing, and Supply Chain Management. Business students may select a concentration (within the major) or certificate (outside the major) recognized only by the B-School. Students outside of the B-School may participate in the Business Administration Minor program.

The Office of Student Affairs facilitates university resources to students and provides academic advisement to Freshman and Sophomores.

The Office of the Associate Dean for Academic Affairs communicates with all stakeholders of the B-School and University to facilitate continuous improvement in academics and instruction, guided by AACSB accreditation.

2 Graduation Requirements

Degree requirements and major curriculum schemes are determined by the academic year of admittance to Howard. In order to be eligible for graduation clearance and all related prospective graduation activities, students accepted to the B-School must meet the following academic guidelines:

1. Overall Minimum 2.0 Cumulative Grade Point Average (GPA)
 - No grade of “F,” Pass, Fail or Audit in any course counting towards graduation
 - No courses in the Center for Academic Reinforcement or placement test credits counting towards graduation
 - Maximum 21 total credit hours with a grade of “D”
 - Maximum 6 credit hours with a grade of “D” in the “Business Core” courses
2. Minimum 2.5 Cumulative GPA and minimum grade of “C” in all major required courses
3. Minimum grade of “C” in all required MATH courses and Principles of Accounting I (ACCT 201)*
4. Minimum grade of “C” in the Business Core course aligned with the respective major program:
 - Accounting – ACCT 202
 - Computer Information Systems – INFO 204
 - Finance – FINA 312
 - International Business – n/a
 - Management – MGMT 301
 - Marketing – MKTG 301
 - Supply Chain Management – INFO 335
5. All academic, financial and other required University clearances

*Note: Students accepted to Howard prior to Fall 2022 may earn lower than a “C” in ACCT 201, but the average grade of ACCT 201 and ACCT 202 must be a “C” or higher.

2.1 MATH Requirements

B-School students are required to earn a minimum grade of “C” in the following MATH courses over two semesters:

1. College Algebra II (MATH 010) or Pre-Calculus (MATH 007) – 4 credit hours
2. Applied Calculus (MATH 026) or Calculus I (MATH 156) – 4 credit hours

If a required MATH course above is fulfilled by a placement test, the student must still enroll in any 4 or 8 credit hours to reach the total required credit hours in their major program.

WR College Algebra I (MATH 005) and College Algebra I (MATH 006) do not count towards graduation requirements.

2.2 Elective Requirements

No course may fulfill more than one type of major degree requirement and students must reach the minimum required total credits per the program of study. All elective courses (except Physical Education requirements) must be three or more credit hours. Contact the Office of the Student Affairs or major Department for lists of approved electives and course offerings.

3 Registration

3.1 Prerequisites and Restrictions

Prerequisites for a course must be satisfied prior to registering for the course and apply to all students. Some prerequisites require a “C” or higher. Overrides will not be granted for prerequisites not met, and students who do not meet prerequisites will be administratively withdrawn from the course. Courses may also have restrictions for enrollment based on major or classification. Classification restrictions are only based on credits earned and any credits in progress are not accepted. Contact the appropriate department chairperson for any course requiring special approval.

3.2 Credits, Status and Standing

1. A student is in “good academic standing” with an overall cumulative GPA of 2.0 or higher.
2. “Full-time” status is granted to students enrolled in 12 or more credit hours each Fall and Spring.
3. Graduating with Honors requires “full-time” status each Fall and Spring (except the last semester in residence) and no repeated courses.
4. Students on academic probation and/or returning from academic suspension are restricted to a maximum enrollment of 13 credit hours until they earn a minimum 2.0 overall cumulative GPA.

3.3 Advising and PIN Distribution

All students at Howard University participate in an advising session to receive their PIN and register for courses. Business students with 60 or more credits at the time of advisement (juniors and seniors) are advised by a faculty advisor within the major Department. Business students with less than 60 credits (freshmen and sophomores) are advised through the Office of Student Affairs. It is the student’s responsibility to contact their advisor and schedule an appointment. Only the assigned advisor has access to the student’s PIN.

4 Academic Probation, Suspension and Readmission

4.1 Academic Misconduct

The School of Business has a zero-tolerance policy for student academic misconduct, following the University's Code of Conduct. Faculty report academic misconduct or potential infractions to Office of Dean. If merited, a hearing before the School of Business Judiciary Committee is scheduled. Students must attend the hearing.

4.2 Academic Probation

A student whose cumulative GPA is less than 2.0 at the end of any semester will incur "academic probation" and must follow the restrictions below:

1. Maximum enrollment of 13 credit hours with full-time status
2. Maximum enrollment of 7 credit hours with part-time status
3. Mandatory, bi-weekly meetings with designated academic advisor during the semester
4. Minimum 2.0 cumulative GPA

If any of the above requirements are not met within one semester (excluding Summer), the student then receives a one-semester academic suspension.

4.3 Readmission after Suspension

Suspended students wishing to return to the University must achieve the following at least 60 days prior to the start of the intended semester of return:

1. Formally apply for readmission through the [University's Admissions Office](#)
2. Submit a 2-3 page letter appealing for readmission to the appropriate Business dean's office:

Academic Suspension - Office of the Assistant Dean of Student Affairs

Judiciary Suspension - Office of the Associate Dean of Academic Affairs

Students returning from academic suspension are restricted to a maximum enrollment of 13 credit hours until they earn a minimum 2.0 overall cumulative GPA.

5 Course Transfer Requests

5.1 Consortium Courses

The Consortium of Universities of the Washington Metropolitan Area is a cooperative arrangement through which qualified Howard University students can enroll in courses at nearby universities. Follow the policies and procedures as documented on the Howard website:

<https://www2.howard.edu/academics/exchange/cuwma>

5.2 Transfer of Non-Business Credits

For the transfer of non-business courses, refer to the Office of the Registrar's website for a "[Transfer Course Petition](#)" form to follow the University's process and [transfer credit articulation agreements](#). The University only accepts transfer credits with a grade of "C" or higher.

5.3 Transfer of Business Credits

All business courses 300-level or higher (including those taken in the [Study Abroad Program](#)) must be obtained from an AACSB-International accredited four-year college or university. Courses required in the major core or major electives are not eligible to transfer.

Only currently enrolled students in “good academic standing” with greater than 30 credits remaining until graduation may request a transfer of business courses, at least 30 days prior to enrolling in the desired course, following the steps below:

1. Contact the Office of Student Affairs and academic advisor
2. Submit completed transfer form to Office of Registrar

Newly admitted transfer students may petition to have business courses (taken prior to Howard University) transferred with the documented support of the Department Chairperson and at the discretion of the Office of the Associate Dean.

6 Change of Major or Minor

Any student seeking to change a major or minor should first meet with their academic advisor, then contact the Office of Student Affairs and review the [University’s process](#) on the Registrar’s website.

6.1 Intra-University Transfer Requirements

First-time-in-college (FTIC) students outside of the B-School requesting to change to a business major must meet the following academic requirements:

1. Minimum cumulative GPA of 2.5 and minimum 30 earned credit hours
2. Grade of C or higher in the following MATH course, based on hours earned:
 - 30 to 45 Credit Hours – College Algebra II (MATH 010) or Pre-Calculus (MATH 007)
 - Greater than 45 Credit Hours – Applied Calculus (MATH 026) or Calculus I (MATH 156)

Students who originally transferred from outside Howard and now requesting to change to a business major must meet the following academic requirements:

1. Minimum cumulative GPA of 2.5 and minimum 15 credit hours earned at Howard
2. Grade of C or higher in Applied Calculus (MATH 026) or Calculus I (MATH 156)

7 Student Grievances

Students who believe they have been aggrieved must first contact the instructor to share their concern and seek resolution. If unsuccessful, students should then contact the Chairperson of the Department which hosts the course. Refer to the University’s policy on [“Student Academic Grievance Procedures”](#) for more information and further steps.