



UNIVERSITY OF WASHINGTON

OFFICE OF THE PRESIDENT

October 29, 2004

Mark A. Emmert, President

Dean David C. Hodge
College of Arts and Sciences
Box 353765

Dear David:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the proposal to discontinue the minor in Communication. A copy of the proposal is attached.

I am writing to inform you that the School of Communication is authorized to discontinue the minor in Communication beginning winter quarter 2005.

The minor should be removed from individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

Mark A. Emmert
President

Enclosure

cc: Professor Gerald J. Baldasty (with enclosure)
Mr. W. W. Washburn (with enclosure)
Mr. Robert Corbett (with enclosure)
Dr. Deborah Wiegand (with enclosure) COM-051704



UNIVERSITY OF WASHINGTON

NEW OR REVISED UNDERGRADUATE ADMISSION OR PROGRAM REQUIREMENT

After college/school review, send signed original and 7 copies to: Faculty Council on Academic Standards, AD-20

COM-051704

College/School Arts and Sciences	Department Communication	Date 5-17-04
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Check Appropriate Box

New Admission Requirements Revised Admission Requirements
 New Program Revised Requirement Within Existing Program New Option Within Existing Program

Explanation of proposed changes (or new program). Attach additional page if necessary:

We are having a hard time meeting the demand for our courses from majors. Minors have increased the demand for Communication courses beyond our ability to meet and allow students to graduate in a timely fashion.

Desired implementation date (not earlier than one full quarter after anticipated date of approval): ~~Aut 04~~ WIN 2005

Instructions: Provide a point-by-point comparison of existing and proposed statements, using "no change" in the proposed column where appropriate. A more complete explanation may be attached if necessary, but the "Proposed" column must always be completed.

Existing Catalog Statement (Omit this section when proposing new programs)	Proposed Catalog Statement
<p>Minor</p> <p>Minor Requirements</p> <p>Communication: Minimum 25 credits in Department of Communication courses, including either COM 201 or 202, and two 400-level courses. Students can not earn a minor in the journalism option.</p>	<p>Minor</p> <p>No minor is available in Communication.</p>

Chair <i>[Signature]</i>	Date 5-17-04	Dean <i>[Signature]</i>	Date JUN 14 2004
College Committee <i>[Signature]</i>	Date JUN 14 2004	Faculty Council on Academic Standards <i>[Signature]</i>	Date 10-8-04

Guidelines for Academic Departments Initiating or Modifying Undergraduate Admission or Program Requirements

1. *Purpose.* The Faculty Council on Academic Standards is charged with the responsibility to review college and departmental admission and degree requirements by Faculty Handbook Vol. II, Chapter 23, Section 23-48. The review is designed, among other things, to ensure compliance with University requirements, to ensure that adequate notice of changes is given before they take effect, to ensure that changes protect the rights of students and of the University, and to take account of overall University resources.
2. *Procedure.* Academic departments either instituting or amending admission or degree requirements and policies must adhere to the following procedures.
 - A. The department must approve the policy and the department chair must forward copies for review and approval by the appropriate college or school.
 - B. After school or college approval, 8 copies of the proposal must be forwarded to the Faculty Council on Academic Standards, Faculty Senate Office, 36 Administration, AD-20.
 - C. Proposals endorsed by the Council will be forwarded to the Provost for review and recommendation and then to the President for approval. Proposals for new programs may also require appropriate state review; liaison with the appropriate state agency is coordinated by the Office of the Provost. Departments and deans are notified of final approval through notification from the President. Proposals not endorsed will be returned, with comment, to the initiating department as well as to the appropriate dean.
3. *Admission Policy Proposals: Content and Format.*
 - A. Admission policy proposals should include the following:
 1. A statement explaining the need to impose selective admission requirements.
 2. A list of all courses required for admission, if any.
 3. The method used in selecting students for admission. Departments are expected to develop a policy based on a variety of factors, not simply overall grade-point average. Factors that may be used include, but are not limited to, a) a minimum overall GPA of 2.0, b) prerequisite courses, c) a minimum GPA in prerequisite courses if a minimum GPA is required in the major for graduation, d) qualitative considerations such as: difficulty of courses completed; frequency of incomplete or withdrawal grades; number of courses repeated; personal statements or essays; applicable work experience; maturity of attitude; records of honors, activities, and service; personal interviews, and e) other items such as disadvantaged socio-economic background as favorable factors to achieve diversity within the program.
 4. All applicants to a program with competitive admissions must be processed through the same procedures to ensure that a comparative evaluation is made and that all applicants are evaluated on their individual merits.
 - B. The following statement of nondiscrimination: "The University of Washington provides equal opportunity in education without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations."
 6. A statement defining a petition process for students who do not meet the stated requirements.
 7. The quarters that students can be admitted and the application filing location and deadlines.
 - B. Proposals for modification of existing admission policies must include the current policy as presented in the university catalog, and the new catalog admission statements and justification for changes.
 - C. To allow students adequate notice, policies endorsed by the Council and approved by the President normally will become effective one full quarter after final approval. Policies that initiate or change lower-division course requirements cannot be required of students transferring from Washington State community colleges for two years from the effective date of the new policy.* Transfer students enrolled in the University at the time the new policy is approved are treated as native UW students.
4. *Program Requirement Proposals and Changes: Content and Format.*
 - A. Proposals for new undergraduate program requirements or options must include the proposed catalog description of the program and degree requirements. Departments must ensure that courses and credit conform to college limitations and requirements, and that University general education requirements are met.
 - B. Revised program requirement proposals must include the catalog description of existing requirements and the proposed catalog requirements with a justification for the change.
 - C. If endorsed by the Council and approved by the President, new or revised program requirements cannot be required of students who enter the program until a full quarter after the approval date. Any part of the requirement that changes lower-division course requirements cannot apply to Washington State community college transfer students for two years from the effective date of the new requirements.*

*Required by the state-wide transfer agreement of the State Higher Education Coordinating Board.

**UNIVERSITY OF WASHINGTON
FACULTY COUNCIL ON ACADEMIC STANDARDS**

October 8, 2004

From: Don Janssen 
Chair, Faculty Council on Academic Standards

To: President Mark Emmert

The Faculty Council on Academic Standards (FCAS) has examined the request to eliminate the Communications minor in the College of Arts and Sciences. We find no reason to oppose this elimination of a minor based on the academic merits of the request; however we sincerely regret this loss of opportunity for UW students. We understand that this elimination of a minor is because of budgetary reasons, and we hope that future eliminations of this type can be avoided due to improvements in state funding.

cc: David Thorud, Acting Provost
Gerald Baldasty, Chair, Department of Communication
Robert Stacey, Divisional Dean for Social Sciences, Arts and Sciences
Susan Jeffords, Vice Provost for Academic Planning