



University of Washington Office of the President, Box 351230

February 2, 2004

Dean Michael B. Eisenberg
The Information School
Box 352840

Dear Mike:

Based upon the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the new admissions requirements for the Bachelor of Science degree in Informatics. A copy of the change is attached.

I am writing to inform you that the Information School is authorized to specify these requirements beginning spring quarter 2004.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

Lee L. Huntsman
President

Enclosure

cc: Professor Batya Friedman (with enclosure)
✓ Mr. W. W. Washburn (with enclosure)
Mr. Robert Corbett (with enclosure)

INFOR - 110403



Creating & Changing Undergraduate Academic Programs

INFOR-110403

College: Information School Department or Unit: Informatics Date: November 4, 2003

New Programs

- Leading to a Bachelor of _____ in _____ degree
- Leading to a Bachelor of _____ degree with a major in _____
- Leading to a _____ Option within the existing major in _____
- Leading to a Minor in _____

Changes to existing programs

- New Admission Requirements for the Major in Informatics within the Bachelor of Science
- Revised Admission Requirements for the Major in _____ within the Bachelor of _____
- Revised Program Requirements for the Major in _____ within the Bachelor of _____
- Revised Requirements for the Option in _____ within the major in _____
- Revised Requirements for the Minor in _____

Other Changes

- Change name of program from _____ to _____
- New or Revised Continuation Policy for _____
- Eliminate program in _____

Proposed Effective Date: (quarter/year) WINTER 2004

Contact Person	Phone Number	Email
Mariko Navin	616-1197	mnavin@u.washington.edu

1. Explanation of and Rationale for Proposed Change: (Please use additional pages if necessary. For new programs, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support, and departmental handouts.)

The Informatics program has endeavored to develop a technically sound program that can be completed in two years once students are admitted in the major. In order for students to progress satisfactorily in the major sequence that begins autumn quarter, it has become increasingly apparent that students need to have completed the computer programming courses CSE 142-143 before starting the major. CSE 143 is a prerequisite to CSE 373, another required core course, and at least eight Informatics courses require CSE 143 or 373 as prerequisites. Due to the nature of the major sequence, students taking CSE 143 and 373 during autumn and winter quarters of the first year are severely hindered in their ability to take informatics electives courses and miss opportunities to enrich their academic experience. (See Appendix I)

In program reviews conducted with the assistance of CIDR, students have also suggested that program prerequisites be increased to more accurately reflect the minimum competencies required in the program. The recent admission application cycle indicates that students recognize this need as well. Approximately 31% of applicants had completed CSE 143 by spring quarter, and among Informatics students who enrolled for autumn quarter, 69% (24 of 35) had completed CSE 143 by the time they started the major. (See Appendix II)

Due to the inability of transfer students to access CSE 143 at many community college, the program will endeavor to accept equivalent transfer courses. We hope to include a more comprehensive guideline for admissions for transfer students in the revised Course Catalog for 2004-06.

B. Proposed Catalog Copy

Admission Requirements:

1. Completion of INFO 100 (5 credits), CSE 142 (4) and 143 (5), STAT 311 (5); one English composition course selected from the University list (5), with a minimum grade of 2.0 in each course. Departmentally-approved transfer equivalents may be used to substitute for prerequisite courses.
2. Minimum 2.00 cumulative college GPA.
3. Admission is competitive, based on the following criteria: (a) overall academic performance; (b) grades in courses required for admission to the major; (c) personal statement reflecting an interest in and commitment to becoming a major in this field; and (d) other evidence of interest and commitment to the field (e.g., work experience, internships). Meeting the above criteria does not guarantee admission to the department.
4. Application deadline is May 1. Students apply online at www.ischool.washington.edu between February 1 and May 1. Admission is for autumn quarter only.

Transfer students should contact the Information School as soon as they become interested in the Informatics major. The School will consider courses equivalent to CSE 143 and may allow a student to be admitted provisionally on the condition that the student completes CSE 143 or equivalent with a minimum grade of ~~2~~ during the summer before matriculating in the program.

2.0

Creating & Changing Undergraduate Academic Programs

2. Catalog Copy

A. Catalog Copy as Currently Written *(Include only sections/paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.)*

Admission Requirements:

1. Completion of INFO 100 (5 credits), CSE 142 (4), STAT 311 (5); one English composition course selected from the University list (5).
2. Minimum 2.00 cumulative college GPA.
3. Admission is competitive, based on the following criteria: (a) overall academic performance; (b) grades in courses required for admission to the major; (c) personal statement reflecting an interest in and commitment to becoming a major in this field; and (d) other evidence of interest and commitment to the field (e.g., work experience, internships). Meeting the above criteria does not guarantee admission to the department.
4. Application deadline is May 1. Students apply online at www.ischool.washington.edu between February 1 and May 1. Admission is for autumn quarter only.

B. Proposed Catalog Copy, Reflecting Requested Changes *(Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications.)*

~~Admission Requirements:~~

1. Completion of INFO 100 (5 credits), CSE 142 (4) and 143 (5), STAT 311 (5); ~~one~~ English composition course selected from the University list (5). ~~Departmentally approved transfer equivalents may be used to substitute for prerequisite courses.~~
2. Minimum 2.00 cumulative college GPA.
3. Admission is competitive, based on the following criteria: (a) overall academic performance; (b) grades in courses required for admission to the major; (c) personal statement reflecting an interest in and commitment to becoming a major in this field; and (d) other evidence of interest and commitment to the field (e.g., work experience, internships). Meeting the above criteria does not guarantee admission to the department.
4. Application deadline is May 1. Students apply online at www.ischool.washington.edu between February 1 and May 1. Admission is for autumn quarter only.

3. Signatures (required)

Chair/Program Director	Date	Dean	Date
<i>Betsy Friedman</i>	<i>11/4/03</i>	<i>Allen Corn</i>	<i>11/4/03</i>
College Committee	Date	Faculty Council on Academic Standards	Date
<i>Stuart A. Sutter</i>	<i>11/18/03</i>	<i>Craig Platt</i>	<i>1/15/04</i>

Date: Mon, 12 Jan 2004 11:12:50 -0800
From: Mariko Navin <mnavin@u.washington.edu>
To: Robert Corbett <rcorbett@u.washington.edu>,
Subcommittee on Academic Planning -- Brian Taylor <briant@u.washington.edu>,
Carolyn Plumb <plumb@u.washington.edu>,
Debbie Wiegand <wiegand@u.washington.edu>,
Nancy Kenney <nkenney@u.washington.edu>,
Scott Winter <swinter@u.washington.edu>,
Susan Woods <slwoods@u.washington.edu>,
Tim Washburn <timwash@u.washington.edu>
Subject: Informatics Proposal -- Accept CSE 143 with a 2.0 minimum grade

To SCAP members:

After considering the issues raised at the FCAS meeting last week, the Informatics Program Committee has decided to accept a minimum grade of 2.0 for CSE 143 for provisionally admitted students. This is also the minimum grade currently required of all applicants and informatics majors. The revised text would read:

"Transfer students should contact the Information School as soon as they become interested in the Informatics major. The School will consider courses equivalent to CSE 143 and may allow a student to be admitted provisionally on the condition that the student completes CSE 143 or equivalent with a minimum grade of 2.0 during the summer before matriculating in the program."

If you have any questions or concerns, please let me know!

Mariko

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Mariko Navin  
Student Services Administrator (Undergraduate Program)  
Information School  
University of Washington  
Box 352840  
Seattle, WA 98195-2840  
mnavin@u.washington.edu  
206-616-1197

We welcome your interest in the Bachelor of Science in Informatics!

Admission is based upon, but not limited to, the following factors: 1) overall academic performance; 2) grades in prerequisite courses; 3) personal statement reflecting an interest in and commitment to becoming a major in this field; and 4) other evidence of commitment and promise in the field of information technology with a human perspective.

Students generally apply to the Informatics program during the winter quarter of their sophomore year for admission in the following autumn.

## Majors are admitted for Autumn Quarter only. Application deadline is May 1.

Online applications are accepted between February 1 - May 1.

The online application is available at [www.ischool.washington.edu/informatics/](http://www.ischool.washington.edu/informatics/)

Applicants will typically be notified of their admission status by late June.

### Application Overview

#### 1. Online Application Form

The online application is available at [www.ischool.washington.edu/informatics/](http://www.ischool.washington.edu/informatics/). The application consists of your name and contact information, information about your prerequisite courses, and request for you to upload onto our server your pre-composed personal statement of no more than two pages.

Transfer students must also be admitted or apply to the University of Washington through the Office of Undergraduate Admissions, 320 Schmitz Hall. They should indicate their interest in Informatics on their UW application and submit the application early enough to meet both University and Information School deadlines.

#### 2. Personal Statement

The personal statement should indicate your interest in the Informatics field and include any additional information that would help to demonstrate your commitment to the area (such as related courses you have taken, work experiences, internships held, etc.). Complete your personal statement before you begin the online application! The statement must be an electronic document in Microsoft Word, RTF, or ASCII text format. At the end of the online application form you will upload your personal statement to our server. *Be sure to include your full name (and UW ID number if you have one) on your statement.*

The following are examples of the kind of topics you may wish to address:

Discuss your special interest and abilities, career plans, and future goals.

Do you feel that your grades accurately reflect your ability?

Discuss aspects of your personal life that may not be evident through a review of your academic record. You may include cultural experiences that may contribute to the intellectual and social enrichment of the Information School; educational or economical disadvantages you have had to overcome and the ways in which these experiences affected you.

#### 3. Copies of Transcripts from All Colleges Attended (Unofficial copies are acceptable.)

These transcripts are in addition to those submitted to the University of Washington's Office of Admissions. Free unofficial copies of UW transcripts are available at the Gateway Advising Center in Mary Gates Hall 171 for current UW students. (Current UW students with previous transfer course work may obtain copies of transfer transcripts from their "academic file." Academic files of premajors are located in the Gateway Advising Center; academic files of students currently majoring in another department are located with the current department.) Students transferring from other institutions must submit a transcript from each college or community college attended. If the transcript does not include grades for the most recent quarter, please submit a grade report for that quarter after grades are posted. ***Transcripts may be dropped off at the Information School Student Services Office in Mary Gates Hall 470, or mailed to Informatics Admission, the Information School, Box 352840, University of Washington, Seattle, WA 98195-2840.***

Students admitted to the major are expected to start the program in the autumn quarter and continue with the cohort to take required informatics core courses each quarter until they complete the capstone project. The program will take two years to complete.

## Mariko Navin

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**From:** David Notkin [notkin@cs.washington.edu]  
**Sent:** Wednesday, November 19, 2003 1:33 PM  
**To:** Mariko Navin  
**Cc:** Elizabeth Rowson; Crystal Eney  
**Subject:** Change in iSchool prerequisites

Mariko,

It is fine for the Information School to add CSE143 as a prerequisite in your undergraduate program. Good luck!

David Notkin, CSE  
Professor and Chair