



OFFICE OF THE PRESIDENT

December 22, 2009

Dean Ana Mari Cauce
College of Arts and Sciences
Box 353765

Dear Ana Mari:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the revised admission and program requirements and a new continuation policy for the Bachelor of Arts degree in English. A copy of the change is attached.

I am writing to inform you that the Department of English is authorized to specify these requirements beginning autumn quarter 2010.

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,

A handwritten signature in black ink, appearing to read "Mark".

Mark A. Emmert
President

Enclosure

cc: Ms. Linda Ahern (with enclosure)
Mr. Robert Corbett (with enclosure)
Dr. Deborah H. Wiegand (with enclosure)
Mr. Todd Mildon, J.D. (with enclosure ENGL-20091204)



UNIVERSITY OF WASHINGTON

**CREATING AND CHANGING UNDERGRADUATE
ACADEMIC PROGRAMS**

OFFICE USE ONLY
Control # <u>ENOC-20091204</u>

After college/school/campus review, send a signed original and 8 copies to the Curriculum Office/FCAS, Box 355850.

For information about when and how to use this form: <http://depts.washington.edu/uwcr/1503instructions.pdf>

College/Campus Arts & Sciences	Department/Unit English	Date 12-4-2009
New Programs <input type="checkbox"/> Leading to a Bachelor of _____ in _____ degree. <input type="checkbox"/> Leading to a Bachelor of _____ degree with a major in _____. <input type="checkbox"/> Leading to a _____ Option within the existing major in _____. <input type="checkbox"/> Leading to a minor in _____		
Changes to Existing Programs <input type="checkbox"/> New Admission Requirements for the Major in _____ within the Bachelor of _____. <input checked="" type="checkbox"/> Revised Admission Requirements for the Major in <u>English</u> within the Bachelor of <u>Arts</u> . <input checked="" type="checkbox"/> Revised Program Requirements for the Major in <u>English</u> within the Bachelor of <u>Art</u> . <input type="checkbox"/> Revised Requirements for the Option in _____ within the major in _____. <input type="checkbox"/> Revised Requirements for the Minor in _____		
Other Changes <input type="checkbox"/> Change name of program from _____ to _____. <input checked="" type="checkbox"/> New or Revised Continuation Policy for <u>English</u> . <input type="checkbox"/> Eliminate program in _____		
Proposed Effective Date: Quarter: <input checked="" type="checkbox"/> Autumn <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20 <u>10</u>		
Contact Person: Linda Ahern	Phone: 3-2408	Email: lahern@uw.edu
		Box: 354330
EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. (Use additional pages if necessary).		
We are requesting the following changes to our current requirements for the English major: 1) Require a minimum grade of 2.0 in both ENGL 301/ENGL 297 for admission (ENGL 202/ENGL 197 are in the process of being renumbered to 301/297 via the Curriculum change process. 2) Require a minimum grade of 2.0 in each of ENGL 301/ENGL 297 for all students and in ENGL 302 and the senior capstone course for students in the Language and Literature track. 3) Allow no more than 15 credits in ENGL 200-level courses to be counted towards the major. 4) Create a continuation policy for the major. Note: Management of student satisfactory progress, including minimum grades in the required core courses, will be governed by a formal Admission and Continuation Policy (described in detail in attached policy document).		
OTHER DEPARTMENTS AFFECTED List all departments/units/ or co-accredited programs affected by your new program or changes to your existing program and acquire the signature of the chair/director of each department/unit listed. Attach additional page(s) if necessary. *See online instructions.		
Department/Unit:	Chair/Program Director:	Date:
Department/Unit:	Chair/Program Director:	Date:

CATALOG COPY

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.

Department Admission Requirements

1. Completion of ENGL 202 and the attached writing link, ENGL 197.

Major Requirements

A minimum of 55 credits, as follows:

1. ENGL 202 and writing link ENGL 197 (10 credits). It is recommended these courses be completed by the first quarter of admission to the major and no later than the second quarter after admission.
2. ENGL 302 (5 credits)
-
6. An approved 400-level senior capstone English course (5 credits). List of approved senior capstones available at <http://depts.washington.edu/engl/ugrad/ugbareqs.php>.
7. A maximum of 20 credits of 200-level courses and a maximum of 5 credits of creative writing may be applied towards the major.

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). **Please note:** all copy will be edited to reflect uniform style in the General Catalog.

Department Admission Requirements

1. Completion of ENGL 301 and the attached writing link, ENGL 297.

Major Requirements

A minimum of 55 credits, as follows:

1. ENGL 301 and writing link ENGL 297 (10 credits) with a grade of 2.0 or better.
2. ENGL 302 (5 credits) with a grade of 2.0 or better.
-
6. An approved 400-level senior capstone English course (5 credits) with a grade of 2.0 or better. List of approved senior capstones available at <http://depts.washington.edu/engl/ugrad/ugbareqs.php>.
7. A maximum of 15 credits of 200-level courses and a maximum of 5 credits of creative writing may be applied towards the major.

See attached

APPROVALS

Chair/Program Director:

Harry H. H. H.

Date:

4/14/09

College/School/Campus Curriculum Committee:

Chris K.

Date:

8/25/09

Dean/Vice Chancellor:

Robert C. Stacey

Date:

8/25/09

Faculty Council on Academic Standards/General Faculty Organization/Faculty Assembly Chair:

John Schankilvers

Date:

12/18/09

POST TRI-CAMPUS APPROVAL (when needed)

Faculty Council on Academic Standards/General Faculty Organization/Faculty Assembly Chair:

Date:

Rationale for the proposed changes:

1. ENGL 301 and 297 as admission requirements for the major

We are concurrently requesting that ENGL 202 be renumbered as 301, since it has become clear to us that the demands of the course and students' expectations would correspond more accurately if the course were at the 300-level as a near-neighbor to our other required core course ENGL 302 (Critical Practice). These two courses have evolved toward being more properly conceived as complementary courses rather than as two related courses at differing levels of expertise. In addition, since the writing requirements for the current linked-course ENGL 197 are significantly more demanding than those in other ENGL 197 courses, we are asking to have the linked course for ENGL 301 be the newly approved ENGL 297.

2. Requiring a 2.0 grade in our four required courses for the major

Though we have a requirement of a 2.5 gpa in English courses for students *applying* to the major, we currently have no stated grade requirement for courses they take in the major, which means that with a grade of 0.7 in any (or even all) of the four required courses—ENGL 301/297, ENGL 302, and the 400-level senior capstone course—a student might graduate as an English major. Since we consider these courses important enough to require them of all majors, we are no longer willing to allow students to proceed with less-than-acceptable grades in them. We are now, consequently, choosing to define 'acceptable' as a grade of 2.0 in each of these four courses.

3. Reduce to 15 (from 20) the number credits in ENGL 200-level courses that may be counted toward the major's 55-credits.

Since we no longer allow admission to the major on the basis of a student's having completed any ten credits of ENGL 200-level coursework, and since we are requesting (under #1 above) a renumbering of our 'gateway' pair of courses, we consider it necessary, and consistent, to increase the number of upper-division courses our majors take for their degrees. By reducing *slightly* the number of 200-level credits we allow, we hope to encourage our majors to take more upper-division courses from our tenure-line faculty and fewer at the lower-division (where many of our courses are not offered by full-time faculty).

Though some faculty wished to reduce the number of credits even more, we settled on 15 rather than fewer credits in light of the fact that two of the courses required of students in our Creative Writing pathway are ENGL 283 and 284, and that they, along with the basic admissions requirement of ENGL 301/297 (formerly 202/197), would add up to 15 credits at the 200-level for those students. We see no reason at this point to distinguish the two pathways in the major in this respect.

Current Requirements

Department Admission Requirements

1. Completion of ~~ENGL 202~~ and the attached writing link, ~~ENGL 197~~.
2. Minimum cumulative GPA of 2.00.
3. Minimum cumulative English GPA of 2.50.
4. Students apply to the English Advising Office, A2B Padelford, during the first two weeks of autumn, winter, and spring quarters. Transfer students must be enrolled at the UW before applying.
5. Admission is competitive. Completion of the above requirements does not guarantee admission.

Additional requirements for admission to the creative writing option:

1. Admission to the English major.
2. Completion of ENGL 283 and ENGL 284 or transfer equivalents.
3. Submission of an unofficial transcript and a writing sample of 3-5 poems and 5-10 pages of fiction (preferably a complete story).
4. Students interested in the creative writing option should apply to the Creative Writing Office, B-25 Padelford, during the first three weeks of autumn and spring quarters.
5. Admission is competitive. Completion of the above requirements does not guarantee admission.

Major Requirements

A minimum of 55 credits, as follows:

1. ENGL ~~202~~ and writing link ENGL ~~197~~ (10 credits). It is recommended these courses be completed by the first quarter of admission to the major and no later than the second quarter after admission.
2. ENGL 302 (5 credits)
3. English core (25 credits): At least 5 credits from each of the following categories: (1) theories and methodologies of language and literature; (2) forms and genres of language and literature; (3) histories of language and literature. A list of approved courses is available from the department advising office or department Web site: <http://depts.washington.edu/engl/>.
4. English electives (10 credits): Must be 200-level or above.
5. At least 15 credits must be in courses focused on pre-1900 literature.
6. An approved 400-level senior capstone English course (5 credits). List of approved senior capstones available at <http://depts.washington.edu/engl/ugrad/ugbareqs.php>.
7. A maximum of ~~20~~ credits of 200-level courses and a maximum of 5 credits of creative writing may be applied towards the major.

8. A minimum of 25 credits of English at the 200-level or above must be completed in residence at the UW.

The department strongly recommends, but does not require, 5 credits in one of the following English language courses: ENGL 370, ENGL 371, ENGL 373, ENGL 374, ENGL 478, ENGL 479, or LING 200.

Creative Writing Option - A minimum of 60 credits, as follows:

1. ENGL ~~202~~ and writing link ENGL ~~197~~ (10 credits)
2. ENGL 283 and ENGL 284 (10 credits)
3. English core (20 credits) - At least 5 credits from each of the following categories: (1) theories and methodologies of language and literature; (2) histories of language and literature. A list of approved courses is available from the department advising office or department Web site: <http://depts.washington.edu/engl/>.
4. At least 15 credits must be in courses focused on pre-1900 literature.
5. ENGL 383 and ENGL 384 (10 credits)
6. 10 credits of approved 400-level creative writing courses.
7. A maximum of ~~20~~ credits of 200-level courses may be applied towards the major.
8. A minimum of 25 credits of English at the 200-level or above must be completed in residence at the UW.

Proposed Requirements

Department Admission Requirements

1. **A minimum grade of 2.0 in both ENGL 301 and the attached writing link, ENGL 297.**
2. Minimum cumulative GPA of 2.00.
3. Minimum cumulative English GPA of 2.50.
4. Students apply to the English Advising Office, A2B Padelford, during the first two weeks of autumn, winter, and spring quarters. Transfer students must be enrolled at the UW before applying.
5. Admission is competitive. Completion of the above requirements does not guarantee admission.

Additional requirements for admission to the creative writing option:

1. Admission to the English major.
2. Completion of ENGL 283 and ENGL 284 or transfer equivalents.
3. Submission of an unofficial transcript and a writing sample of 3-5 poems and 5-10 pages of fiction (preferably a complete story).
4. Students interested in the creative writing option should apply to the Creative Writing Office, B-25 Padelford, during the first three weeks of autumn and spring quarters.
5. Admission is competitive. Completion of the above requirements does not guarantee admission.

Major Requirements

A minimum of 55 credits, as follows:

1. **A minimum grade of 2.0 in both ENGL 301 and writing link ENGL 297** (10 credits) .
2. **A minimum grade of 2.0 in ENGL 302.** (5 credits)
3. English core (25 credits): At least 5 credits from each of the following categories: (1) theories and methodologies of language and literature; (2) forms and genres of language and literature; (3) histories of language and literature. A list of approved courses is available from the department advising office or department Web site: <http://depts.washington.edu/engl/>.
4. English electives (10 credits): Must be 200-level or above.
5. At least 15 credits must be in courses focused on pre-1900 literature.
6. **A minimum grade of 2.0 in an** approved 400-level senior capstone English course (5 credits). List of approved senior capstones available at <http://depts.washington.edu/engl/ugrad/ugbareqs.php>.
7. A maximum of **15** credits of 200-level courses and a maximum of 5 credits of creative writing may be applied towards the major.

8. A minimum of 25 credits of English at the 200-level or above must be completed in residence at the UW.

The department strongly recommends, but does not require, 5 credits in one of the following English language courses: ENGL 370, ENGL 371, ENGL 373, ENGL 374, ENGL 478, ENGL 479, or LING 200.

Creative Writing Option - A minimum of 60 credits, as follows:

1. **A minimum grade of 2.0 in both ENGL 301 and writing link ENGL 297** (10 credits)
2. ENGL 283 and ENGL 284 (10 credits)
3. English core (20 credits) - At least 5 credits from each of the following categories: (1) theories and methodologies of language and literature; (2) histories of language and literature. A list of approved courses is available from the department advising office or department Web site: <http://depts.washington.edu/engl/>.
4. At least 15 credits must be in courses focused on pre-1900 literature.
5. ENGL 383 and ENGL 384 (10 credits)
6. 10 credits of approved 400-level creative writing courses.
7. A maximum of **15** credits of 200-level courses may be applied towards the major.
8. A minimum of 25 credits of English at the 200-level or above must be completed in residence at the UW.

Continuation Policy

Certain levels of academic performance are required to continue in good standing in the English Department. The criteria and procedures below will be used in administering the English Continuation Policy. These criteria and procedures are in addition to those of the University of Washington.

Time to Degree

English majors should complete degree requirements within the 180 credits required for graduation. The Department of English recognizes that exceptional circumstances (e.g. death in the family, serious illness) may delay degree progress. In addition, educational opportunities such as study abroad, Honors, or a double major may warrant the extension of a student's program up to 210 credits allowed under the University's satisfactory progress policy.

Only in rare circumstances will the Department of English support petitions to the College of Arts and Sciences for permission to remain enrolled beyond 210 credits. Requests for double degrees (225 credits minimum) will be supported only in those instances where the student is completing two different degrees (e.g. one B.A. and one B.S.) or is earning degree in two different colleges.

Academic Standing

All English undergraduates must remain in good academic standing each quarter in the major. Good academic standing is defined as:

Overall UW GPA of 2.0

English GPA of 2.0

1. Students must maintain a minimum average of 2.0 in all University of Washington English courses at the 200 level or above (grades of 0.0 included);
2. Students who do not meet this minimum English GPA requirement will be placed on departmental probation;
3. Students on probation who do not meet the minimum 2.0 English GPA by the end of the following quarter will be dropped from the English major and returned to PREMAJ or EPRMJ status in Arts and Sciences.

Satisfactory Progress

1. Completion of ENGL 302 during the first two quarters in the major. Students who fail to achieve the minimum 2.0 grade in ENGL 302 will be placed on departmental probation and must repeat ENGL 302 the following quarter of enrollment. If the minimum grade of 2.0 is not achieved on the second taking, the

student will be dropped from the English major and returned to PREMAJ or EPRMJ status in Arts and Sciences.

2. A minimum grade of 2.0 in the 400-level Senior Capstone course is required. Students who fail to achieve the 2.0 minimum in the Capstone may not be graduated. Since this is a final requirement, there is no limit on the number of times that the Capstone may be attempted.

Monitoring Academic Progress

The English Advising Office monitors the academic performance of all undergraduates. All students are subject to the UW Satisfactory Progress Policy (<http://www.washington.edu/students/reg/regpol.html>) regarding grades, credits, and satisfactory progress. The University requires students to maintain a 2.0 cumulative GPA, as does the Department of English. If a course is repeated, both grades are counted in the GPA (while credit is assigned only once).

At the end of every quarter, the English Advising Office reviews the performance of all students and assesses their academic standing. Students will be notified of academic probation or drop by email as soon as practicable after receiving the previous quarter's grade reports. This grade review will be conducted quarterly and each notice of academic probation will be noted in the student's file.

Appeals Process

Appealing drop from major: A student who is dropped under the continuation policy may file a written appeal with the English Advising Office. The appeal must be submitted within 15 working days after the denial, probation, or drop letter was dated. The appeal should state all the facts the student believes justify reconsideration and include supporting documentation. The Director of Undergraduate Programs and Director of Academic Services will review the facts and render a decision within 15 working days after the appeal is received.