Creating & Changing UW Undergraduate Majors, Options, & Minors

Below are procedures for creating and changing University of Washington majors, options, and minors. What is outlined are general policies and regulations about each of these, documentation (including form 1503), and the offices that are required to approve a proposal.

Review Committee and Forms

Campus review committees: While the procedures described here pertain to all three campuses, each campus has its own campus faculty undergraduate program review committee, with authority to approve new programs and changes to existing ones for that campus. For Seattle, that committee is the Faculty Council on Academic Standards (FCAS); for Tacoma, it is the Faculty Council on Academic Policy; for Bothell, it is the Executive Council of the General Faculty Organization. Where this website refers to a "campus review committee," it means these bodies. Note: new courses and changes to existing courses are approved in through a separate process coordinated by the University Curriculum Office.

Documentation Required

On the Seattle campus, submission of UW form 1503 is required for all new majors, options, minors and all changes to existing programs. The form may be downloaded here. All changes to programs on all campuses requiring the university's three campus undergraduate curriculum review must be submitted on form 1503.   The original form, including signatures of all that apply including: the chair or program director, college curriculum committee and Dean, and any supporting documents, should be submitted to the University Registrar, Box 355850. An electronic copy, with or without signatures, the form can be sent to Registrar's Curriculum Office by email at uwcr@u.washington.edu.

Majors	Options
New Majors require the following approvals (including signatures): 1. Department 2. School/College (usually College Curriculum Committee and Dean) 3. University (campus review committee; Provost and President) 4. State (Higher Education Coordinating Board - HECB) **Creating a New Major** **Majors** are undergraduate academic programs that, typically, consist of 50 to 90 credits. The major, along with general education requirements and elective credits, constitute a university degree. A major is the focus of an undergraduate degree, and thus represents what a student has specialized in during a university career. In the coursework required for a major, courses from outside a department or program may be required, provided the other unit gives permission with the . Courses may be required for admission to a major that do not count towards the total number of credits required for to complete a major. Majors may also be spread over two or more departments or programs as in the case with interdisciplinary programs, but **must** have an administrative home with advising support. **Documentation Required in addition to form 1503** Further supporting documentation should be submitted for a new major including proposed student learning outcomes, projected enrollments, letters of support, and departmental handouts. **IMPORTANT: HECB Planning NOI: For all new majors and degrees proposed , the HECB requires a Planning NOI indicating student demand for a program and workforce need for a new program. Please contact Robert Corbett, UAA at rcorbett@uw.edu or 616-0657 for the appropriate forms and further information.**	**New Options** require the following approvals (including 1. Department 2. School/College (usually College Curriculum Comm 3. University (campus review committee; Provost a **Creating a New Option** **Options** are undergraduate academic programs that ov credits of an existing major within a department or prog to specialize within a major. Like majors, they are trans for the option, including upper and lower division course 50%, and the overlap with an existing major may be wi particular courses. Departments may recognize their ow degree programs, which are not transcripted. Such an a to as a "concentration," "pathway," etc., but should not "option" is reserved for transcripted programs. Proposa should still be submitted to FCAS, with an indication tha have the program transcripted. **Supporting Documentation**: In addition to form 1503 demonstrating 50% overlap with the existing program, outcomes that may differ from the original program.

Minors	Revising Requirements
	Revising Program Requirements
Creating a New Minor	**Program Requirements** include requirements for fulfi... (sometimes also called graduation requirements. These ... also include continuation policies and specific grade req... changes to or additions of admission requirements, see ...
Minors are coherent courses of study at the undergraduate level consisting of 25-35 credits. Students are not allowed to receive a minor and a major within the same field of study. Coursework in minors is not limited to a single department or program. Minors may be interdisciplinary and they may include courses on all three campuses. Such interdisciplinary and tri-campus minors require an administrative home with advising support on each campus that they are offered. Typically, interdisciplinary minors have an advisory group of faculty who determine appropriate courses for inclusion.	**Supporting Documentation**: In addition form 1503, i... provide information about the rationale for new grade r...
	Timing: Changes in programs requirements can typical... two months of submitting form 1503 to FCAS. Normally ... effective no earlier than one full quarter after submissio...
Supporting Documentation: In addition form 1503, it is advisable that a program provide information about advising and administration of a minor. If the minor is an interdisciplinary program, it is appropriate to discuss how the program is distinct from other offerings at the university.	**Community College notification:** Under an agreemen... (http://www.washingtoncouncil.org/icrc/), the universit... colleges of changes in lower division requirements two y... transfer students from Washington state community co...
	Adding or Revising Admission Requirements
	Adding or Revising Admission Requirements
	Admission requirements include courses, credits, GP... must be satisfied before students can be considered for ... program. Programs may require courses from outside t... within. Programs may also require an essay or a test fo... extracurricular activities. Programs should include a pr... admission when applicants have been denied.
	Admission requirements can be added or changed
	• an existing major • an existing option within a major
	Supporting Documentation: In addition to form 1503... provide a rationale for setting cumulative GPA requirem... well as an explanation of any petition process for settin...
	Timing: Changes in admiision requirements can typical...

(Majors)

Guidelines for Departmental Admission Course Prerequisites

Academic departments with selective or competitive undergraduate admission programs often require applicants to complete certain courses before applying for admission. The Faculty Council on Academic Standards reviews departmental admission policies before University approval, and it offers the following guidance to departments establishing admission requirements.

1. Courses required for admission should be offered frequently and with enough space to provide adequate access to students interested in the major. Access to prerequisite courses should not be used as a way to limit eligible applicants.
2. Courses should be at the 100 or 200 level, with content appropriate for freshmen or sophomores.
3. Courses should ideally apply to general education requirements if the student is not subsequently admitted to the major.
4. Courses should be available at most community colleges so transfer students can complete departmental admission prerequisites prior to applying to the University.
5. Undergraduate programs in the College of Arts and Sciences should not require more than 20 prerequisite course credits for admission to the major.

Admission policies usually fall into one of three categories:

- *Open Admission*:   Matriculated students in good academic standing are admitted at any time.

- *Selective Admission*:   Requires students to complete satisfactorily a set of prerequisite courses with a minimum GPA. All students who meet the minimum requirements are admitted.
- *Competitive Admission*:   Students must complete all minimum requirements to apply and must then compete with the entire applicant pool for a limited number of spaces. of three categories:

Selective and competitive programs must include an admission application process that tells students how and where to apply for the program, including application deadlines.

Minimum grade requirements for admission are typically no higher than 2.0 for a specific course. However, a specific minimum grade in a course may be required for admission if the course and grade have been approved as a major requirement. Also, a minimum GPA above 2.00 may be specified for a set of courses as an admission requirement.

Policies

Policies

Minimum Requirements of a UW degree program

- Minimum of 180 credits
- General Education Requirements (GER) including:
    - 12 credits of writing including 5 credits of English Composition and 2 writing-intensive courses
    - 5 credits of quantitative & symbolic reasoning (QSR)
    - 40 credits in Areas of Knowledge, including 10 each in Natural World, Individuals and Societies, and Visual, Literary & Performing Arts (VLPA)
    - Courses fulfilling English composition and QSR university requirements may be counted as fulfilling major requirements.
    - Under certain circumstances, courses fulfilling area of knowledge requirements may also be used to fulfill major requirements.
- The depth requirement of a degree is determined by the college. Required courses for fulfilling the major should total a minimum of 45 credits and generally will total 60 credits or more. FCAS discourages proposals for majors that require more than 90 credits of coursework within the major department for a degree.
- A substantial number of the credits required for the major must be from upper-division (300- and 400-level) courses.
- Minimum of 2.0 University GPA. A GPA up to 2.8 within courses applicable to the major may be required for graduation from a program.

(These rules and guidelines are based on rules from the University Handbook and policies developed by the Faculty Council on Academic Standards FCAS.)

Other Handbook Rules

- Minors must have at least 25 credits
- Except by petition, no more than 90 credits from extension can be accepted for a degree.
- The university accepts upon admission up to 90 credits in transfer from any other appropriately accredited institution, including Washington state community colleges. Additionally, up to 45 credits may also be transferred so long as they fulfill graduation requirements for a degree, either as major requirements or electives.
- 45 of the last 60 credits must be taken in residence at the UW. Up to ten may be waived by petition to the appropriate dean.

Additional FCAS Policies

- Majors should require no more than 90 credits to complete, not including prerequisites for admission.
- Options should overlap with an existing major by at least 50% of the credits required.
- The maximum GPA for requirement should be no more than 3.0 for selective or competitive admissions.
- "No minors in majors": the requirements for a minor should duplicate the requirements a major in a different discipline from the minor.
- Programs sometimes labeled as "certificate programs" may not be offered at the undergraduate level, and what is awarded is never a "UW Certificate" or transcripted by the Registrar's Office. These programs may be offered as minors or options, which are transcripted. Undergraduate programs that do award certificates do so under the supervision of a governing agency, which certifies the course of study and awards the credential. Graduate programs may offer certificates, but only to students enrolled in the Graduate School.

State Guidelines

- The HECB defines a "new degree" as an offering that differs in the title, including type (Bachelor of Science, Bachelor of Arts, etc.), level (bachelors, masters, etc.) and major area (English, Engineering, etc.). Options and minors only require notification of the HECB. Certificates must be approved as new programs if they require 45 credits (for undergraduate) or 36 (for masters). University faculty and administration are ultimately responsible for determining what is new, so please ask rather than interpret.

- State approval by the HECB requires further documentation beyond what is required on 1503. They also requires that two external reviewers review the proposal before it is sent for review by the HECB. Further information on criteria regarding a proposal for
- The HECB pays specific attention that proposals for new degree meet the following criteria:
    1. Support the HECB strategic master plan goals of:
        - Increasing opportunities for students to earn degrees; and
        - Responding to the state's economic needs
    2. Support the unique role and mission of the institution(s)
    3. Foster high-quality programs that enable students to complete their studies in a reasonable amount of time
    4. Meet state and/or regional student, employer, and community needs
    5. Provide access for diverse student populations
    6. Demonstrate that the need is commensurate with the costs to be incurred and represents an effective use of fiscal resources
    7. Be free from unnecessary program duplication of programs offered by other state institutions

- New proposals for degree programs should recommend what associate's degree best articulates with its admission requirements if it is a selective or competitive program.

Articulation with community colleges

- The university is required to notify community colleges of changes in lower division requirements two years prior to applying them to transfer students from Washington state community colleges. This requirement is an agreement by UW in cooperation with the Intercollegiate Relations Commission (ICRC|http://www.washingtoncouncil.org/icrc/).

- Changes to competitive or selective majors that affect agreements on major-ready pathways within the AA and AS degrees should be communicated with the Joint Access Oversight Group (JAOG) before being implemented.