



UNIVERSITY OF WASHINGTON

**CREATING AND CHANGING UNDERGRADUATE  
ACADEMIC PROGRAMS**

FEB 21 2013

OFFICE USE ONLY

Control #

AA-20121120

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>

<b>College/Campus</b> Engineering	<b>Department/Unit</b> Aeronautics and Astronaut	<b>Date</b> 11/28/12
<b>New Programs</b>		
<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 _____.		
<b>Changes to Existing Programs</b>		
<input type="checkbox"/> New Admission Requirements for the Major in _____ within the Bachelor of _____.		
<input type="checkbox"/> Revised Admission Requirements for the Major in _____ within the Bachelor of _____.		
<input type="checkbox"/> Revised Program Requirements for the Major in _____ within the Bachelor of _____.		
<input type="checkbox"/> Revised Requirements for the Option in _____ within the major in _____.		
<input type="checkbox"/> Revised Requirements for the Minor in _____.		
<b>Other Changes</b>		
<input type="checkbox"/> Change name of program from _____ to _____.		
<input checked="" type="checkbox"/> New or Revised Continuation Policy for <u>Bachelor of Science in Aeronautical and Astronautical Engineering</u> .		
<input type="checkbox"/> Eliminate program in _____.		
Proposed Effective Date: <b>Quarter:</b> <input type="checkbox"/> Autumn <input type="checkbox"/> Winter <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer <b>Year:</b> 20 <u>13</u>		

Contact Person: Marlo Anderson	Phone: 6-1115	Email: marlo@aa.washington.edu	Box: 352400
--------------------------------	---------------	--------------------------------	-------------

**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).

Update our continuation policy to include Direct Freshmen and Early Admission student guidelines.

**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: None	Chair/Program Director:	Date:
Department/Unit: None	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.

None

**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.

**Special Note:**

The departmental policy on continuation is consistent with the continuation policy of the University, but also includes supplementary requirements specific to the department. Details may be obtained from the department advising office.

**APPROVALS**

Chair/Program Director:

Date:

12/3/12

College/School/Campus Curriculum Committee:

Date:

1-8-13

Dean/Vice Chancellor:

Date:

1-11-2013

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

Date:

**POST TRI-CAMPUS APPROVAL (when needed)**

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

Date:

## **Justifications for New AA Continuation Policy**

### **Section 5.a.i:**

This requirement is included to ensure that students who are admitted to the department directly from high school or after the first year at UW can maintain the same standards as those students who apply for upper division admission. Students who are unable to maintain a quarterly GPA of above 2.0 are very unlikely to be able to meet the same standards that we would expect of those who apply to the department for admission at the junior level. With the demand for engineering degrees and the level of competitiveness that we have been encountering in the past few years, we do not feel these minima are unreasonable standards to maintain. These minima will ensure that students will be able to be successful.

(Currently, pre-engineering students in the College of Engineering who do not maintain a 2.5 minimum cumulative GPA as freshmen and sophomores are not allowed to continue as pre-engineering students, and are moved back to the College of Arts and Sciences. The department needs to have reasonable minimum GPA standards for students, regardless of how they entered the department.)

### **Section 5.a.i.3:**

The term "prerequisite courses" is used because all junior-level AA courses require them as prerequisites, regardless of when a student enters the department. The reasoning behind the requirement of a 2.0 minimum in each prerequisite course is that this is the minimum required of those students who apply to the department for junior-level admission. We believe that all students should be required to maintain the same standards, regardless of when they enter the department. A student who received less than a 2.0 in any of the prerequisite courses required for admission would not be eligible to apply as a junior, and thus would not be considered for admission. Why should a DFA or Early Admission student be allowed to continue with anything less? Some of the prerequisite courses already have published minimum grades in order to continue with their sequence; accordingly, we are including these facts in our continuation policy to make it very clear.

### **Section 5.a.ii**

A student has the right to appeal being dropped, and if circumstances arise that enable a student to justify a grade less than 2.0, that decision could be reversed.

### **Section 5.a.iii**

AA 210 and AA 260 are critical courses for success in our department, and in any engineering department that requires them for admission. DFA and Early Admission students need to be able to obtain grades of at least 2.0 to be successful in the department. Applicants for admission at the junior level would not be eligible to apply with grades less than 2.0 in these courses.

### **Section 5.b.ii.**

These requirements are in place and have been written this way in order to make sure that a student who is struggling with the upper division courses is made aware of the consequences of grades of less than 2.0 in AA courses. Item 5.b.i. refers to the cumulative grade point average in AA courses by quarter, and item 5.b.ii. refers to the grade per class per quarter. Based on past

experience, we feel it is necessary to spell out both of these requirements, so that students will know where they stand.

**Section 5.b.v**

We have always had a standard within the department for a minimum grade in each 300- and 400-level AA course, in order for it to count toward the AA degree requirements. The current minimum of 1.5 has long been deemed too low, and the faculty has agreed to raise the standard to 1.7.



## **CONTINUATION POLICY**

While the University has general regulations governing scholastic eligibility for continuance, departments and programs in the College of Engineering have adopted additional requirements in order to make the best use of the limited facilities and resources available and to provide reasonable assurance of academic and professional success. The following criteria and procedures will be applied to all **undergraduate** students for determining continuance in the AA major program.

### **I. BASIC CRITERIA**

1. Full-time students normally take a minimum of 12 or more credit hours per academic quarter applicable toward the degree to maintain satisfactory progress. (An average of 15-16 hours per quarter is required to complete the graduation requirements in 12 quarters.)
2. Part-time attendance may be permitted in special cases, but only with prior approval. Written permission must be obtained from the Departmental Undergraduate Advisor for any desired change in status. Permission must be granted prior to the first day of the quarter. Students who have received permission to attend part-time must complete at least one course applicable toward their degree each quarter.
3. A student who withdraws from the University without prior written approval or is dropped for non-payment of fees must obtain approval of the Undergraduate Advisor before re-registering.
4. An undergraduate student who has exceeded the requirements of the degree program by more than 15 credits, and fails to make plans for graduation or received approval for alternative plans, will be transferred to the College of Engineering.
5. All admitted AA students must make satisfactory progress toward their AA degree.
  - a) Direct Freshman Admission (DFA) and Early Admission students may start the autumn-quarter, junior-year program after meeting the requirements and standards for upper-division admission. If a student has not completed the prerequisite requirements by the end of the summer quarter prior to the start of the junior year, he/she will be dropped from the department. Students must maintain the following grade standards to remain in the department, unless special arrangements have been made:
    - i. DFA and Early Admission students must maintain the following standards or be placed on academic probation:
      1. An overall cumulative grade point average of 2.00 or better
      2. A quarterly grade point average of 2.00 or better
      3. A minimum grade point average of 2.00 in all prerequisite courses (courses required for upper-level admission).
    - ii. To be removed from probationary status, a student must achieve each of these standards the following quarter. Any student who accumulates two probationary quarters while enrolled in the department will be dropped from the department.
    - iii. DFA and Early Admission students must obtain a minimum grade of 2.0 or better in AA 210 and AA 260, or be dropped from the department.
  - b) After starting the autumn-quarter junior-year program, students must be enrolled in all the required AA courses each quarter and must achieve the following grade standards to remain in the department, unless special arrangements have been made.

- i. A student must maintain a cumulative grade point average of 2.00 or better in all 300-level and 400-level AA departmental courses *in each academic quarter*, or will be placed on academic probation.
  - ii. A student who earns two or more grades of less than 2.0 in 300-level and 400-level AA courses in a single academic quarter will be placed on academic probation.
  - iii. To be removed from academic probation, the student must achieve grades of 2.0 or better in all 300-level and 400-level AA courses the following quarter, and must have a cumulative grade point average of 2.00 or better in all 300-level and 400-level AA departmental courses.
  - iv. Any student who accumulates two probationary quarters while enrolled in the department will be dropped from the department.
  - v. Only 300- and 400-level AA courses with grades of 1.7 or higher can apply toward the 180 credits required for graduation. Any 300- and 400-level AA course with a grade of less than 1.7 may be repeated or replaced with an acceptable alternative.
6. While double degrees are not expressly prohibited, students seeking two degrees must still maintain satisfactory progress toward the AA degree, and must meet all the conditions set forth above to remain in the department. Students must also meet the University's satisfactory progress rules.

## **II. REVIEW AND NOTIFICATION PROCEDURE**

The progress of each student will be reviewed each quarter. If a student's performance fails to meet the standards outlined above, the student will be placed on probation or dismissed from the department as described in the continuation policy. The student will be notified in writing of the reason for probation or dismissal. If the required progress toward removing probationary deficiencies is not shown in the following quarter, the student will be notified in writing that he/she has been dropped from the Department and transferred to the College of Engineering.

## **III. APPEALS PROCEDURE**

The department recognizes that inequities can result from any continuation policy. Therefore, a student who has been placed on probation or has been dismissed, and believes that something in his/her record has been overlooked or misinterpreted, may request reconsideration of the probation or dismissal by writing a letter to the Undergraduate Advisor. Included in the letter should be any additional information, which the student believes is relevant. The letter and supporting material will be transmitted to the Undergraduate Committee, which will carefully review all available information and then decide whether or not academic probation or dismissal should be rescinded. The appeal must be made within 14 days of the notification of placement on probation or dismissal. The committee must make a response to the appeal within 7 days of its submission.

## **IV. ACADEMIC MISCONDUCT**

Academic misconduct encompasses plagiarism, cheating on examinations or on individual project assignments, and theft or alteration of other people's work on academic materials, for the purpose of improving one's own grades or acquiring academic credit. Students accused of academic misconduct will be referred to the College of Engineering for disciplinary action pursuant to the Student Conduct Code of the Washington Administrative Code 478-120, and if found guilty, are subject to sanctions. As a function of the seriousness of such misconduct, sanctions range from a disciplinary warning to immediate dismissal from the College of Engineering and the University of Washington. The latter action can and has been applied even for first offenses.

### **EQUAL OPPORTUNITY POLICY**

*Admission to the Department of Aeronautics & Astronautics undergraduate degree program is competitive. The primary admission criterion is the degree of qualification for success in engineering, as indicated by academic performance, work experience, and other factors.*

*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 the University of Washington policy and applicable federal and state statutes and regulations.*