



UNIVERSITY OF WASHINGTON
**CREATING AND CHANGING UNDERGRADUATE
 ACADEMIC PROGRAMS**

NOV 25 2014

OFFICE USE ONLY
 Control #
 CHID-20140969

After college/school/campus review, send a signed original and 1 copy 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/Seattle	Department/Unit	Comparative History of Ideas	Date	9/4/14
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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 Comparative History of Ideas within the Bachelor of Arts.
- 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 ____.
- Change delivery method or location of program.
- New or Revised Continuation Policy for CHID
- New Honors Requirements for ____.
- Eliminate program in ____.

Proposed Effective Date: **Quarter:** Autumn Winter Spring Summer **Year: 20 15**

Contact Person: Amy Peloff	Phone: 3-7991	Email: apeloff@uw.edu	Box: 354300
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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).*

This change will help students entering the major to better articulate their educational goals. It should reduce the number of students who declare the major without a clear understanding of what a CHID degree means, and will help facilitate students' planning their courses of study. As the second largest major in the Humanities with the smallest number of tenure-stream faculty members, this change is part of a larger set of changes to make our program and intellectual community sustainable and student-centered.

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

~~Students in good academic standing may declare this major after meeting with an adviser.~~

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

Admission is competitive. Admission decisions are based on a student's overall academic record. Completion of minimum requirements does not guarantee admission.

Application deadlines are the third Friday of autumn, winter, and spring quarters. Students are notified by the sixth Friday of the quarter in which they apply. Transfer students must be enrolled at the UW before applying to the major.

Applications should include an Unofficial UW Transcript and an essay (no less than 1 and no more than 2 single-spaced pages) responding to the following 3 questions: (1) Why do you want to be a CHID major and how will a CHID degree fit with your broader academic goals? (2) Take a look at the CHID principles on our website. What resonates with you? (3) How did the prerequisite you took (CHID course or CHID Study Abroad) contribute to your academic development? Transfer students do not have to answer this question.

Minimum Requirements

- Students should have a minimum cumulative GPA of 2.5 for all college coursework.
- Students must have completed one of the following Gateways to CHID courses with a minimum grade of 2.0: CHID 110, CHID/ENGL 205, CHID/HIST 207, CHID 210, CHID 222, CHID 250, CHID 260, CHID 280/JSIS A 280, CHID/JSIS C 380, or CHID 480. Alternatively, students may participate in a CHID study abroad program. **Transfer students do not have to complete this requirement.**
- Students will need to complete an application (described above).
- Students may wish to meet with the CHID Academic Advisor before turning in their application.

Continuation Policy

All students must make satisfactory academic progress in the major. Failure to do so results in probation, which can lead to dismissal from the major. For the complete continuation policy, contact the departmental advisor or refer to the department website.

APPROVALS

Chair/Program Director: <i>Maria Elena Garcia</i>	Date: 9/4/14
College/School/Campus Curriculum Committee: <i>[Signature]</i>	Date: 11/25/14
Dean/Vice Chancellor: <i>Michael C. Shapiro</i>	Date: 11/25/14
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:

Continuation Policy

All students must make satisfactory academic progress in the major. Failure to do so results in probation, which can lead to dismissal from the major. For the complete continuation policy, contact the departmental adviser or refer to the department website.

Satisfactory Progress

- Students must complete CHID 101 in the first full quarter in which they are enrolled as a CHID major.
- Transfer students must complete a Gateways to CHID course or participate in a CHID study abroad program during the first full quarter in which they are enrolled as a CHID major.
- Students must complete at least one course toward their CHID degree per quarter, or a minimum of three courses toward their CHID degree per year.
- A student's quarterly grade point average in the major must not fall below 2.0. Any class where a student earns less than a 2.0 will not count toward the major.
- Students must not engage in academic misconduct. Students in good standing who are found responsible for a violation of the UW academic misconduct policy, will immediately lose their Satisfactory Progress good standing and will be put on probation within CHID, in addition to any University disciplinary sanction which may be imposed through the Student Conduct Code process. Students who violate the academic misconduct policy who are already on CHID programmatic probation may be removed from the major.
- Students who withdraw from the University without prior written approval of the CHID Advisor and Director, or are dropped for non-payment of fees, will forfeit their place in the program. Students must reapply for admission and, if re-admitted, must fulfill the requirements in effect at the time of re-admission.

Review of Progress

The CHID Advisor will review the progress of all majors each quarter. If a student's performance fails to meet the standards outlined above in any quarter during their tenure as a CHID major, the student may be placed on warning, probation, and in extreme situations, may be dismissed from the major.

Warning

Students will be issued a warning letter via email by CHID the first quarter they do not meet CHID's satisfactory progress. The warning letter is issued only one time. Students receiving a warning letter must meet with the CHID Advisor, who will assist you by recommending campus resources, helping you plan a course load that is manageable and will progress you towards graduation, and by assisting you with choosing the correct pathway within the major or if necessary, discussing other majors at the University. Students are encouraged to discuss all circumstances leading to a lack of satisfactory progress, including extenuating circumstances and situations outside of academic life that may impact student success.

Probation

Students on warning status who do not address the concerns raised by the quarter following the warning will be placed on probation. Students on probation will be notified of their status and a registration hold will be placed on their student account. To remove the hold, students must meet with the CHID Advisor within 30 days of being notified of their status. Students who do not meet with an advisor will not be able to register for future quarters.

Dismissal

Students on probation multiple quarters who fail to communicate with a CHID Advisor or continually fail to meet satisfactory progress can be dismissed from the CHID major. Dismissed students will be assigned a premajor or extended premajor code.

Appealing Probation or Dismissal

Students who are placed on probation or dismissed from the department may appeal their status by writing a letter to the Program Director within 30 days of notification. The letter should describe any extenuating circumstances and may include any additional information in support of the appeal that the student believes is relevant. The letter should be submitted to the Program Director's mailbox in the CHID Office in Padelford B102.