



UNIVERSITY OF WASHINGTON

# CREATING AND CHANGING UNDERGRADUATE ACADEMIC PROGRAMS

5 2-11-15

OFFICE USE ONLY  
Control #  
ENGL-20150205

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>

<b>College/Campus</b> UW/Seattle	<b>Department/Unit</b> English	<b>Date</b> 2/5/2015
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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 \_\_\_ within the Bachelor of \_\_\_.
- Revised Admission Requirements for the Major in English within the Bachelor of Arts.
- Revised Program Requirements for the Major in English within the Bachelor of Arts.
- 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 \_\_\_.
- New Honors Requirements for \_\_\_.
- Eliminate program in \_\_\_.

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

Contact Person: Nancy Sisko	Phone: 543 3976	Email: nsisko@uw.edu	Box: 354330
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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).*

The English department would like to make a few small changes to the major requirements:

- We would like to raise the credit hours required for the English major to 60.
- We would like to renumber our required gateway course as 202 (changing it from 301).
- Accompanying this last change, we would like to permit students to take 20 credit hours at the 200-level rather than 15.

*for details, see Appendix 1: Explanation and Rationale*

### 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:
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**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.

*see Appendix 2*

**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.

*see Appendix 2*

**APPROVALS**

Chair/Program Director:

*Brian M Reed*

Date:

*2-5-15*

College/School/Campus Curriculum Committee:

*[Signature]*

Date:

*2/19/15*

Dean/Vice Chancellor:

*Michael C. Higgins*

Date:

*2/19/15*

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:

## **Appendix 1: Explanation and Rationale for proposed changes**

The English department would like to make a few changes to the major requirements:

- We would like to raise the credit hours required for the English major to 60. At present, the major requires 55 credit hours. (This was reduced from 65 in 2004.) Raising to 60 would put English in line with more of the departments in Arts&Sciences (55 is on the low end of the range). Raising the total number of credits would also require our students to take one more upper-division elective, encouraging more balance in enrollments in our 300-level courses.
- We would like to renumber our required gateway course as ENGL 202 (changing it from ENGL 301). This course was created in 2004 as ENGL 202 (with a required writing link). We renumbered it as 301 in 2008. After renumbering the course as 301 (as an acknowledgment of its function for the major), the enrollments dropped precipitously. Although this drop may certainly stem from many different factors, one possible factor is that lower-division students are discouraged by the upper-division course number. Because it would be better for students to take this course earlier in their university careers, we would like to return the gateway course to the 200-level. We would keep the linked course number of ENGL 297, so the gateway requirement would be ENGL 202 and ENGL 297.
- As a result of this second change, we would like to permit students to take 20 credit hours at the 200-level rather than 15. Moving the gateway course from 301 to 202 would require students to take an additional 200-level course, so we would like to permit them to count the same number of lower-division elective courses toward the major.

## Appendix 2: Current catalog copy and proposed revisions

### 1) CATALOG COPY

*catalog presently reads:*

#### **Department Admission Requirements**

1. Minimum grade of 2.0 in both ENGL ~~304~~ and the attached writing link, ENGL 297.

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#### **Major Requirements**

Minimum ~~55~~-credits, as follows:

1. Minimum grade of 2.0 in both ENGL ~~304~~ and writing link ENGL 297 (10 credits).
2. Minimum grade of 2.0 in ENGL 302 (5 credits).
3. *English Core (15 credits):* At least 5 credits from each of the following categories: (1) theories/methodologies of language and literature; (2) forms/genres/media; (3) histories. A list of approved courses is available from the department advising office or department website: [depts.washington.edu/engl/](http://depts.washington.edu/engl/).
4. *English Electives (20 credits):* Must be 200-level or above.
5. At least 15 credits must be in courses focused on pre-1900 literature.
6. Minimum grade of 2.0 in an approved 400-level senior capstone English course (5 credits). List of approved senior capstones available at [depts.washington.edu/engl/ugrad/ugbareqs.php](http://depts.washington.edu/engl/ugrad/ugbareqs.php).
7. Maximum ~~15~~ credits of 200-level courses and maximum 5 credits of creative writing may be applied towards the major.
8. Minimum ~~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.

### 2) PROPOSED CATALOG COPY

*With proposed changes (which are underlined), catalog would read:*

#### **Department Admission Requirements**

1. Minimum grade of 2.0 in both ENGL 202 and the attached writing link, ENGL 297.

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#### **Major Requirements**

Minimum 60 credits, as follows:

1. Minimum grade of 2.0 in both ENGL 202 and writing link ENGL 297 (10 credits).
2. Minimum grade of 2.0 in ENGL 302 (5 credits).
3. *English Core (15 credits):* At least 5 credits from each of the following categories: (1) theories/methodologies of language and literature; (2) forms/genres/media; (3) histories. A list of approved courses is available from the department advising office or department website: [depts.washington.edu/engl/](http://depts.washington.edu/engl/).

4. *English Electives (25 credits):* Must be 200-level or above.
5. At least 15 credits must be in courses focused on pre-1900 literature.
6. Minimum grade of 2.0 in an approved 400-level senior capstone English course (5 credits). List of approved senior capstones available at [depts.washington.edu/engl/ugrad/ugbareqs.php](https://depts.washington.edu/engl/ugrad/ugbareqs.php).
7. Maximum 20 credits of 200-level courses and maximum 5 credits of creative writing may be applied towards the major.
8. Minimum 30 credits of English at the 200-level or above must be completed in residence through 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.

## Course Change Instructions

- ✓ Please include new/revised course information in the application header, but **always** complete even if no change are being made to the title or credits.
- ✓ Do not use the & symbol in the course title. Please spell out the word (& ok for abbreviated title).
- ✓ A syllabus is required for all course change applications that are requesting one or more of the following:
  - ✓ Changing credits (e.g., 3 to 4)
  - ✓ Changing to or from CR/NC grading
  - ✓ Changing grade level (e.g., 300 to 400)
  - ✓ Adding Distance Learning
  - ✓ Making a substantial change in content
- ✓ Minimum requirements for submitted syllabus:
  - ✓ 1. Course overview and curriculum content
  - ✓ 2. Learning Goals/Objectives
  - ✓ 3. Required Texts, readings, films, websites, etc
  - ✓ 4. Evaluation and grading to include information on expectations for assignments, projects, exams, etc., should include relative % for each area. If over 15% of the grade in an graded course is based on participation, the syllabus must include an objective participation evaluation rubric.
  - ✓ 5. Course Schedule
- ✓ For information on creating a course syllabus see CIDR's "Planning the Course Syllabus": (<http://depts.washington.edu/cidrweb/Bulletin/Syllabus.html>)
- ✓ If you would like this course to be added to an approved elective list for your major, please state this in the justification.
- ✓ Additional instructions on how to fill out this form can be found online at <http://depts.washington.edu/uwcr/instructions.html>.

### Preferred submission method:

- a) The Original signed, **single-sided** application, with a syllabus and DL application if appropriate included behind the application.
- b) One copy, double sided, stapled with application in front and the syllabus and DL application if appropriate behind the syllabus. 1 staple per copy only please, and remember to copy both sides.  
*Note: Departments in the College of Arts & Sciences submit just the original to the College.*  
*Note: If the application is for a course change that is joint between two or more units within the same College or School please include 2 additional copies per joint unit.*
- c) Either paper-clip or binder-clip the copy behind the original. You should only need 1 paper clip per original and copy. Also no rubber bands please - ouch!
- e) Original Memo of responsibility for any changes after the Time Schedule deadline paper-clipped to the FRONT of the Original application. I **DO NOT** need copies of the Memo.

\*\* Please do not group applications together. Submit each application separately paper-clipped or binder-clipped. This helps make sure an application does not get lost.